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1. UC DAVIS MED CAMPUS LOGISTICS

A. Building Info & Access

- **TICON I**
  - Location: 2000 Stockton Blvd, Sacramento, CA 95817
  - Ring doorbell during business hours

- **TICON II**
  - Location: 2516 Stockton Blvd, Sacramento, CA 95817
  - Access: Front door unlocked during business hours. Floors 2 & 3 are locked always – Need to have appointment/someone expecting you

- **TICON III**
  - Location: 2730 Stockton Blvd, Sacramento, CA 95817
  - Access: Open during normal business (Monday through Friday 8am – 5pm)

- **Cancer Center**
  - Location: 4501 X Street, Sacramento, CA 95817
  - Access: Badge access required after 5pm

- **Main Hospital**
  - Badge access required after hours (Request via Employee Self Service Ticket “Cardkey – Building Access Change Only” – Request access to East Entrance door for staff, next to ER)
  - Necessary especially for inpatient studies
  - Staff parking garage #1 (West Entrance): Requires badge access/Courier pass to enter & park

- **Midtown Ambulatory Care Center**
  - Location: 3160 Folsom Blvd., Sacramento, CA 95816
  - Business Hours: Monday through Friday 8am – 5pm
  - Valet & Self-Parking available for patients (requires validation)
  - You can check with the department with which you are working to see if they provide parking passes for research staff

- **Cypress Building / CTSC Clinical Research Center (CCRC)**
  - Location: Cypress Building, 2221 Stockton Blvd., Suite D, Sacramento, CA 95817
  - Business Hours: 7:00am – 5:00pm

- **ACC (Lawrence J. Ellison Ambulatory Care Center)**
  - Location: 4860 Y Street, Sacramento, CA 95817
  - Business Hours: Monday through Friday 8am – 5pm

B. Lab Processing Locations & Info Available for Research

- **CTSC Clinical Research Center (CCRC) Research Lab**
  - **Reserved for CCRC Trials only**
  - Location: Cypress Building, 2221 Stockton Blvd., Suite D, Sacramento, CA 95817
  - Extension: 3-5600
  - Equipment: Ambient Centrifuge, Refrigerated Centrifuge, -70 C Freezer (temperature centrally monitored by PO&M), -20 C Freezer (temperature monitored manually only during business hours)
Contact Karimeh Borghei to request a quote for study services (clinic room use, nursing, phlebotomy, lab processing, etc.): [http://www.ucdmc.ucdavis.edu/ctsc/area/crc/index.html](http://www.ucdmc.ucdavis.edu/ctsc/area/crc/index.html)

### ACC Lab
- **Only available for trials being run out of ACC**
- Lab Contact: Mary Taylor mtaylor@UCDAVIS.EDU (Phlebotomist Supervisor)
- Equipment: Ambient centrifuge, -20 C Freezer (temporary use – next day shipping, for example; monitored centrally by PO&M)
- Lab personnel are accommodating, but ask if you can use the centrifuge each time.

### Midtown Ambulatory Care Center Lab
- **Only available for trials being run out of Midtown**
- Location: 3160 Folsom Blvd., Suite 1900, Sacramento, CA 95816
- Equipment: Ambient Centrifuge – Single Speed (1600g), -20 C Freezer, Refrigerator

### Glassrock Building Lab
- Location: 2521 Stockton Blvd., Sacramento, CA 95817
- Nurse Manager for building: Yolanda Schjoneman 4-1849
- Phlebotomist Supervisor: Mary Taylor 4-6939
- Extension: 4-3112

### C. FedEx/UPS Pickup Locations & Instructions

#### FedEx
- **To Schedule a Pickup:** Call 1-800-GoFedEx (1-800-463-3339)
- **FedEx Stores w/ Express Drop-Off Containers Close-by**
  - 1200 J St, Sacramento, CA 95814
    - Latest Express Drop-Off – 6:00 PM
  - 3100 Folsom Blvd, Sacramento, CA 95816
    - Latest Express Drop-Off – 4:45 PM
  - 5600 J St, Sacramento, CA 95819
    - Latest Express Drop-Off – 4:40 PM
- **If package is too large to deposit inside the drop-off boxes (most dry ice shipments are too large), and/or if your package is not ready in time to schedule a pickup, you will need to drop off at the following FedEx center:**
  - 3950 Development Dr, Sacramento, CA 95838
    - Latest Express Drop-Off – 5:55 PM

#### UPS
- **To Schedule a Pickup:** Call 1-800-PICK-UPS® (1-800-742-5877)
- **UPS Stores Close-by**
  - 5716 Folsom Blvd, Sacramento, CA 95819
    - Latest Drop Off/Pick-Up Time – 5:00 PM
    - **Check to make sure they accept dangerous goods drop-offs**

### D. Dry Ice Locations
- **Main Hospital**
  - Available to all hospital personnel
- Basement level
- Fill out log (on clipboard) and include study DaFis account for billing

**CTSC Clinical Research Center (CCRC)**
- **Only for CCRC studies use – request quote**
- Call ahead 3-5600 (ask for Wei – Hours: 9am-12pm M-Th) so she can order/ensure stock

**E. Sharps Removal Request (Environmental Services)**
- Often times, kits expire prior to use and we end up having sharps in our office that need disposing (blood collection, blood smear slides supplies, etc.). To schedule a sharps removal, call Environmental Services 4-3777 & give them your pickup location
  - Note: You may need to leave sharps outside the door (if normally locked) for the cleaning staff to take; you can stick them in an extra cardboard box and label clearly.

**F. Courier Permit Parking Spot Locations**
- **Cancer Center** – Near East Entrance
- **Staff Parking Structure #1 (Lower Level)** – Near Cypress building, entrance off Stockton
- **Education Building** – Two spots just south of the Education building
- **ACC** – Spots in main ACC parking lot

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**2. REGULATORY DOCUMENTS**

**A. Addresses for 1572**
- **UC Davis Main Hospital**: University of California, Davis, Medical Center, 2315 Stockton Blvd., Sacramento, CA 95817
- **Clinical Laboratory**: UC Davis Medical Center, Clinical Laboratory, 2315 Stockton Blvd., Sacramento, CA 95817
- **IRB Name & Address**: University of California, Davis, Institutional Review Board Administration, 2921 Stockton Blvd., Suite 1400, Room 1429, Sacramento, CA 95817
- **CCRC**: CTSC Clinical Research Center (CCRC), Cypress Building, 2221 Stockton Blvd., Suite D, Sacramento, CA 95817
- **Midtown Clinic**: University of California, Davis, Midtown Ambulatory Care Center, 3160 Folsom Blvd., Suite 2100, Sacramento, CA 95816
- **ACC**: Lawrence J. Ellison Ambulatory Care Center, 4860 Y Street, Sacramento, CA 95817
- **Cancer Center**: UC Davis Comprehensive Cancer Center, 4501 X Street, Sacramento, CA 95817

**B. How to Request Calibration/Equipment Inspection Records from Clinical Engineering**
- **Current Clinical Engineering Contact**: Joelene Rodriguez jrodriguez@UCDAVIS.EDU
  - Or call Clinical Engineering extension to request: 4-2846
b. List the “Property #” of the centrifuge/freezer/etc. that you are requesting the report(s) for. This is the 9 to 11 digit number that is listed on the UCD sticker on the machine. They can use this to look up the Inspection history which will tell you when it was last calibrated, when a preventative maintenance was done, or if none have been required per the service manual. This can then be provided to your monitor if they request it.

C. How to Request Freezer/Fridge Temperature Logs (Laboratory)
   a. Email your contact at the laboratory at which you process and ask them to send you their PO&M temperature reports for the freezer you use, and include the date range you need. Some units are not regularly monitored or recorded, so check prior to using for your study.

D. How to Request IP Temperature Logs (IDS)
   a. Email IDS @ HS-Investigational Drug Service hs-ids@ucdavis.edu to request temp logs & dates needed
   b. Note: Each monthly temperature report is emailed to IDS at the end of the month, so if you request mid-month, a partial log may not be available.

E. How to Look-Up & Request Current Laboratory Reference Ranges
   a. Go to https://www.testmenu.com/ucdavis
   b. Search for the test you are looking for (CBC, Urinalysis, Glucose, etc.)
   c. Save the reference ranges
   d. If the reference ranges are not available on the site at that time, call the contact number at the bottom of the page (4-7373) and request that they be faxed to you.

F. How to Look Up Current IRB Roster
   b. Click on “Roster Listings” and you will find the current roster, as well as past rosters.

G. How to Look Up IRB Meeting Dates
   b. Click on “Meeting Dates” and you will find the scheduled meeting dates for the current year, per each committee, as well as last year’s meeting dates.

H. Archiving Records Instructions (Study Close-Out)
   a. Contact Information:
      Long Term Storage of Research Records
      UC DAVIS MEDICAL CENTER
      STORES INVENTORY & ARCHIVES
      7301 14TH AVENUE
      SACRAMENTO, CA 95820
      OFFICE: 916-734-3401 / FAX: 916-734-3274
      MON-FRI: 5:30 AM-2:00 PM (OFFICE) / MON-FRI: 7:00 AM-3:00 PM (DELIVERY)
      CONTACT PERSON: ERIC BUTAC ejbutac@ucdavis.edu
   b. EACH ARCHIVE BOX MUST MEET THE FOLLOWING REQUIREMENTS BEFORE SENDING TO ARCHIVES:
      ▪ Must be in an approved standard banker box.
      ▪ Box dimensions are 15 ¼ x 12 x 10
- You can order through Eclipsys Cal Code 89221-134
- DO NOT put hanging folders in box. They alter the integrity of the box and cannot be stacked
- Each box must have the following written on the either end of the box (do not write on lid):
  - Cost center number to be archived under
  - Brief description of contents in box and some type of department numbering system to keep track of your archive records.
  - Destroy date
  - Contact name and number
- Only archive your cost center/department files. Do not combine with other cost centers.
- For questions about record retention please visit: http://recordsretention.ucop.edu/

  c. IF BOXES DO NOT MEET THESE REQUIREMENTS, THEY WILL BE SENT BACK TO THE DEPARTMENT FOR CORRECTION.
  d. IF YOU HAVE ANY QUESTIONS OR CONCERNS CONTACT ERIC BUTAC @ 734-3401

I. Certified Copies of EMR Records
   a. See: https://confluence.ucdmc.ucdavis.edu/confluence/x/kCZsAg

J. Informed Consent Version Tracking Log Template
   a. See: https://confluence.ucdmc.ucdavis.edu/confluence/x/3CZsAg

K. Notes-To-File Template
   a. See: https://confluence.ucdmc.ucdavis.edu/confluence/x/4SZsAg

3. EMR TIPS, RESOURCES & HOW-TO'S

A. How to Add New Patient & Create New MRN in Epic (Non-UCD Patient)
   o See: https://confluence.ucdmc.ucdavis.edu/confluence/x/hSZsAg

B. How to Add & Edit Infusion Appt. Comments in Epic
   o See: https://confluence.ucdmc.ucdavis.edu/confluence/x/iSZsAg

C. Request EMR Access for a Monitor (PhysicianConnect)
   o See: https://confluence.ucdmc.ucdavis.edu/confluence/x/kiZsAg
4. MONITORING VISITS

A. Choosing Dates for Monitor Visits
   o Check your personal Outlook calendar to make sure there is not a lot going on that day so you are available for your monitor

B. Schedule Time with IDS
   o If your monitor needs to spend time in the pharmacy, email IDS with the date(s) your monitor will be visiting. They will send you a calendar invite for an available slot.
   o Notify your monitor that the West entrance to the hospital requires an ID badge to enter. You will likely need to escort them to their appointment.

C. Schedule Time with PI
   o If your monitor needs to meet with your PI, make sure to schedule this with as much notice as possible, as they are often extremely busy.

D. Schedule a Facilities Tour
   o If your monitor needs to see lab/clinic/etc. facilities, contact personnel at those locations (if necessary) to ensure they know you are coming.

5. STUDY START-UP INFO & STUDY VISIT TOOLS

A. Radiological Services Request Form (RSR)
   o Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/-h5sAg

B. Pathology (Laboratory) Review
   o Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/6x5sAg

C. Clinical Engineering Review of Devices for Trials
   o Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/_h5sAg

D. IT Evaluation – Submission and Review Process for Research
   o Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/9h5sAg

E. Radiation Use Committee
   o Required if your study will use radioactive materials/radiopharmaceuticals in human research. An expedited review can be utilized for studies that will only be performing X-rays.
Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/Qx9sAg

F. Scientific Review Committee for Cancer
- Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/wiFsAg

G. IDS (Pharmacy) Review
- Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/7x5sAg

H. Look Up CPT Codes for Trials
- If you need to look up certain CPT codes during budget negotiation/study start-up that will be used and billed in your study, see below. If you are having trouble finding something, please ask Suzie for assistance.

I. Source Documents/Case Report Forms
- Please refer to the Clinical Research Guidebook for step-by-step instructions:
  - Source Document Binder: https://confluence.ucdmc.ucdavis.edu/confluence/x/xSNsAg
  - Case Report Forms: https://confluence.ucdmc.ucdavis.edu/confluence/x/0CNsAg

J. Requesting CCRC Services
- Please refer to the Clinical Research Guidebook for step-by-step instructions: https://confluence.ucdmc.ucdavis.edu/confluence/x/WRtsAg

6. EDUCATION/TRAINING RESOURCES

A. ACRP Courses
- The Clinical Trials Office is excited to announce new ACRP webinar replay offerings in the ACRP eLearning portal. These webinars match the CTSA Clinical Research Competency domains to aid in your professional development (CE credits for ACRP/SOCRA Certification).

B. Training and Education
- Please refer to the Clinical Research Guidebook for additional training & education resources: https://confluence.ucdmc.ucdavis.edu/confluence/x/JxtsAg