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| Naming Convention for Calibrated Items |
| Approval Date: 14SEP202Revision Date: 11DEC2021The purpose of this policy is to standardize naming and labeling of various equipment that we use in our clinical research clinics.**Patient Thermometers**Each thermometer at each location will be labeled with the following format:ABC- P- XXX Where ABC = the three first initials of each PI site or FCR and ICR as appropriate.  P = indicates this is a thermometer used on patients XXX= is the three digit number assigned to that particular device and is given in a sequential order*For example, the first patient thermometer purchased, used, and stored at Dr. Heidi Orme’s office would be ORM-P-001. The third patient thermometer purchased, used and stored at Family Care Research would be FCR-P-003.***Equipment Thermometers**Each AMBIENT thermometer at each location will be labeled with the following format:ABC-T-XXX Where ABC = the three first initials of each PI site or FCR and ICR as appropriate.  T = indicates this is a thermometer used to collect AMBIENT temperatures XXX= is the three digit number assigned to that particular device and is given in a sequential order* *For example, the first ambient thermometer purchased, used, and stored at Dr. Dan Marsh’s office would be MAR-T-001. The fourth ambient thermometer purchased, used and stored at Injury Care Research would be ICR-T-004.*

Each REFRIDGERATED thermometer at each location will be labeled with the following format:ABC-R-XXX Where ABC = the three first initials of each PI site or FCR and ICR as appropriate.  R = indicates this is a thermometer used to collect REFRIDGERATED temperatures XXX= is the three digit number assigned to that particular device and is given in a sequential order*For example, the second refrigerated thermometer purchased, used, and stored at Dr. Adam Reynold’s office would be REY-R-002. The fourth refrigerated thermometer purchased, used and stored at Family Care Research would be FCR-R-004.*Each FREEZER thermometer at each location will be labeled with the following format:ABC-F-XXX Where ABC = the three first initials of each PI site or FCR and ICR as appropriate.  F = indicates this is a thermometer used to collect FROZEN temperatures XXX= is the three digit number assigned to that particular device and is given in a sequential order*For example, the second freezer thermometer purchased, used, and stored at Dr. Heidi Orme’s office would be ORM-F-002. The fifth refrigerated thermometer purchased, used and stored at Injury Care Research would be ICR-F-005.* |
| **Blood Pressure Cuffs**ABC-B-XXX Where ABC = the three first initials of each PI site or FCR and ICR as appropriate.  B = indicates this is a blood pressure cuff XXX= is the three digit number assigned to that particular device and is given in a sequential order* *For example, the second blood pressure cuff purchased, used, and stored at Dr. Dan Marsh’s office would be MAR-B-002. The fifth blood pressure cuff purchased, used and stored at Injury Care Research would be ICR-B-005.*

**Equipment Calibrated by Dan Walcott**For the equipment that is calibrated annually by Dan Walcott, for labeling purposes use the equipment number he uses on the equipment (centrifuge, EKG machine, scales, infusion pump, etc.)**Documentation in eRegulatory Binder**Calibration RecordsFor calibration records enter the date calibrated (YYYYMMMDD), a short description of the equipment and location and the equipment number as described above.* *For example, an EKG machine at Family Care Research calibrated on June 1st, 2020 would be labeled:*

*2020JUN01\_Family Care Research EKG\_50687** *Or, a centrifuge at Dr. Orme’s office calibrated on July 10, 2019 would be labeled:*

*2019JUL10\_Orme Centrifuge\_50688** *A third patient thermometer at Injury Care Research purchased on April 4, 2020 would be labeled:*

*2020APR04\_Injury Care Research Patient Thermometer\_ ICR-001-003*Calibration LogsFor calibration logs enter the year of the final entry on the log (YYYY) a short description of the log, the ID of the thermometer, and the dates of the log. * *For example an ambient temperature log for Injury Care Research capturing dates from December 30th, 2019 through February 25th 2020 would be:*

*2020\_ICR Ambient Temp Log\_ ICR-T-004\_30DEC2019\_25FEB2020* |