

## Naming Convention for Calibrated Items

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The 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 Records

For calibration records enter the date calibrated (YYYYMMDD), 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 1<sup>st</sup>, 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 Logs

For 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 30<sup>th</sup>, 2019 through February 25<sup>th</sup> 2020 would be:*

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