

Checklist for Iron Mountain

- Complete study closure for IRB.
- Make sure the regulatory binder(s) are complete and in proper order. Ensure that any informal notes have been removed and any certified copies made of source information found on post-its.
- Coordinate with the research specialist, data specialist and/or regulatory specialist to ensure final review of charts and documents for closure.
- Create an inventory sheet listing all documents being stored in each box.
- Ensure Master Subject ID list (including every subject enrolled in the trial) is completed and stored in a secured location.
- Take all documents out of ringed binders and store in hanging file folders. When taking documents out of a binder, make sure they remain in the same order as they were in the binder when placing into hanging file folders.
- Every hanging file folder should be labeled with the study title and/or nickname, the IRB # and a brief description its contents.

Completing an Iron Mountain Transmittal Sheet:

- The Iron Mountain Boxes come with a barcode label with an embedded microchip in the label. DO NOT REMOVE THE LABEL.
- Look for a small detachable part of the label which reads 'PEEL HERE'. Peel that part off and place it on the Transmittal Sheet where it reads 'BARCODE LABEL'.
- Record the barcode for the box on your inventory sheet for this study and file in a secure location.
- Fill in the rest of the Transmittal Sheet. See information below when completing a Transmittal Sheet for Iron Mountain.
- Customer ID: **[Insert Customer ID]**
 - Customer Name: **[Insert contact name]**
 - Division ID: **[Insert Division ID]**
 - Department ID: **[Insert Department ID]**
 - Affix a barcode label sticker
 - Major/minor description should have protocol name/numbers and study sponsor
 - Preparer's Name: 'your name'
 - Date
 - Telephone number and extension: 'your phone number'
 - Building and Floor: **[Insert floor]**

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- Make a copy of transmittal form(s) and retain. The original is given to Iron Mountain personnel.
- Contact Iron Mountain at 1-800-934-3453. They will ask how to access the building. Have your customer ID and Department ID ready when contacting Iron Mountain.

Our address is: **[Insert Address]**

Ordering supplies from Iron Mountain:

Use the same information above, Customer and Department ID, and tell the operator you would like to order new supplies.

Iron Mountain address/location:

Iron Mountain

7208 Euclid Avenue, Cleveland, OH 44103

(800) 934-3453

<http://www.ironmountain.com>