



OPERATIONAL PROTOCOL

FOR THE SUPPLY OF SAMPLES OF DRUGS, MEDICAL DEVICES (DM) AND MEDICAL ELECTRICAL EQUIPMENT USED IN THE CONDUCT OF CLINICAL TRIALS AT ASST LECCO (the Socio-Sanitary Territorial Unit Of Lecco)

A) for the supply of experimental samples, we kindly ask you to take into account the following details:

1. The package containing the experimental samples, sent with the accompanying shipping document, must bear the external wording:

*SAMPLES FOR CLINICAL TRIALS
Trial Identification Code
ASST Lecco – U.O.C. FARMACIA -Via della Filanda 11 Corpo C – Lecco
Storage Temperature*

2. If **any temperature recording device is contained in the parcel, this must be highlighted** in order to verify the correct preservation during transport.

3. On the shipping label the intended recipient must always be:

**ASST Lecco – U.O.C. FARMACIA
Via della Filanda 11 Corpo C
23900 - LECCO (LC) - ITALY**

This is even if the study is conducted at a different location than ASST Lecco (e.g. Merate e Bellano).

4. In the **description of the goods**, it must always be indicated:

- a) The name of the study and its identification code. In case of **Trials of drugs**, the Eudract code must be indicated;
- b) Department/service leading the study;
- c) Description and quantity of the material sent;
- d) Temperature and storage mode.

The warehouse opening hours are: **From 08.20 to 12.30 hrs (Monday to Friday)**

The U.O.C. Pharmacy is available for clarification as follows:

Tel.: 0341/489594, Fax: 0341/489592 e-mail: farmacia@asst-lecco.it

ATTENTION:

Receipt of the goods is not guaranteed in case of missing information as indicated above, or if these are shipped to a different address other than the one indicated above

B) Medical Electrical equipment must be delivered to the following address:

**ASST Lecco – U.O.C. INGEGNERIA CLINICA
Via dell'Eremo, n. 9/11
23900 - LECCO (LC) - ITALY**

The U.O.C. clinical engineering is available for clarification as follows:

Tel.: 0341/489136, Fax: 0341/489139 e-mail: sic@asst-lecco.it