Procedure – Blood sampling (I) Status as at 1 January 2017

1. Staff member responsible for the group
   - Decision to use human blood
   - Prepare and send the authorisation request to the Ethics Committee.

2. Blood Donor
   - Make an appointment with the Health Point. Bring the donor information sheet and consent form.

3. EPFL Occupational health scheme / EPFL Occupational health doctor
   - After receiving authorisation, send a copy of this authorisation along with the criteria for inclusion and exclusion of donors, the donor information sheet and the consent form to the EPFL Health Point.
   - Recruit blood donors and give them the information sheet and consent form.

4. The Health Point verifies that the authorisation for blood sampling exists and discusses the consent form and the criteria for inclusion and exclusion with the blood donor. If the donor accepts the criteria and confirms their desire to donate a blood sample, the two parties complete and sign the consent form and the blood sample is taken.

5. The Health Point codes the sample and informs the researcher that the sample is ready at the Health Point.

6. The blood is used for the project.

7. The group leader informs the Health Point of the end of the project.

8. The Health Point keeps information for 10 years following the end of the project. After this date, the information will be destroyed.

9. Take notes and file documents.

An infection develops at the site of the blood sample.

An anomaly is detected in the blood sample.

Procedure – Blood sampling (II)

<table>
<thead>
<tr>
<th>Group leader</th>
<th>Blood donor</th>
<th>EPFL Internist/Occupational doctor</th>
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- An anomaly is detected in the blood sample.
  - The Health Point is informed of the type of anomaly and the sample concerned. It defines the steps to be taken to guarantee that professional ethics are respected.
  - The Health Point takes the necessary measures.

- An infection develops at the site of the blood sample.
  - The Health Point is informed.
  - The Health Point takes the necessary measures.

Comment: this Directive has been reviewed as part of the 2017 reorganisation. No modifications were made to this directive as a result of the review.