### Procedure – Blood sampling (I) Status as at 18th May 2018

- **Head or staff member of the group**
  - Decision to use human blood
  - Prepare and send the authorisation request to the Ethics Committee
  - 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
  - The blood is used for the project. The group leader informs the Health Point of the end of the project

- **Blood Donor**
  - Make an appointment with the Health Point. Bring the donor information sheet and the consent form
  - The blood is used for the project. The group leader informs the Health Point of the end of the project

- **EPFL Occupational health doctor**
  - Take notes and file documents
  - 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
  - The Health Point codes the sample and informs the researcher that the sample is ready at the Health Point
  - The Health Point keeps information for 10 years following the end of the project. After this date, the information will be destroyed.

### Procedure – Blood sampling (II)

- **Group leader**
  - 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.

- **Blood donor**
  - An infection develops at the site of the blood sample
  - The Health Point is informed

- **EPFL Internist/Occupational doctor**
  - The Health Point takes the necessary measures.