

## BROOKHAVEN NATIONAL LABORATORY

## MEMORANDUM

*R* DATE: March 2, 1978

TO: Distribution  
 FROM: R. B. Aronson *RBA*  
 SUBJECT: CIRCs 139 and 140  
 Reimbursement of "Normal Volunteers"

Attached are revised guidelines for compensation of normal volunteers who participate in CIRCs 139 and 140.

The revisions in this issue are made to clarify any points of confusion that may have been created by the previously-issued guidelines.

Please contact me if there are further questions.

bwa/attach.

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*CIRC*  
 BCC-139 ✓  
 140

The Medical Research Center  
 Brookhaven National Laboratory  
 Upton, L. I., New York

REPOSITORY Records Holding Area Bldg. 494  
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 FOLDER Hospital Volunteers

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MEDICAL DEPARTMENT GUIDELINES, CIRCs 139 and 140

1. Research Outpatient Receptionist (ROPR) maintains list of applicants requesting inclusion in CIRCs 139 and 140 as a "normal volunteer" list.
2. Physicians select participants and then inform ROPR of desired time that the normal volunteers will arrive.
3. ROPR establishes appointment.
4. Physician must personally meet participant, explain procedures, and endorse properly executed consent form(s).
5. When participant is scheduled, ROPR notifies Mrs. Kerr, who prepares Petty Cash Voucher in triplicate, holds original, sends duplicate and triplicate to ROPR.
  - a. Petty Cash Voucher includes name, CIRC #, amount of payment, and note: "Documentation on file at Hospital".
  - b. ROPR obtains Physician's initials and gives one copy to participant to take to Mrs. Kerr and exchange for the original with authorized signature which participant takes to cashier. Triplicate copy is filed in clinical chart.
  - c. Consent form(s), physician's note, personal identification, petty cash voucher and any other pertinent document are all referred to Medical Records for filing in the patient's chart.

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Remuneration to Normal Volunteers for Participation in CIRC 139 and 140

Normal volunteers who participate in the Medical Department's research program as normal control subjects for laboratory studies may now be compensated when participating in either CIRC 139 or 140.

In several studies scientists require normal volunteers. There is no risk to the individual but participation could cause personal inconvenience, such as repeated visits to the Hospital, travel or time from work. Therefore, this reimbursement has been authorized.

To meet this need for normal control volunteers to be used in laboratory studies, the Medical Department has established procedures whereby normal volunteers may be compensated. There will be a \$25.00 allotment made to participants in CIRC 140 entitled "In-vivo Measurement of Cadmium and Other Metals by Prompt-Gamma Neutron Activation Analysis". Under CIRC 139 entitled "Alveolar Particle Clearance, Cigarette Smoking and Chronic Lung Disease" \$25.00 will be remunerated for the day of particle inhalation. The participant under CIRC 139 will receive \$5.00 for each day of participation thereafter.

A list of individuals wishing to participate will be maintained at the Hospital and as the needs for normal volunteers for the laboratory studies arise, individuals will be called.

Requirements for participation in CIRC 139 are that the individual be between the age of 25 and 65 - No more than 36 normal volunteers. The requirements for CIRC 140 will be that the individual be at least 21 years of age and no more than 44 normal volunteers may be studied. The number of normal volunteers for both these CIRC's may be increased upon HSRC approval.

Carole  
of this form & in circulation on 5 Apr 78 Revised

Medical Department Guidelines for Voluntary Blood  
Withdrawals and Bone Marrow Aspirations

~~HR~~

1. Research Out Patient Receptionist (ROPR) maintains alphabetical list of persons requesting inclusion in blood/marrow list (some may offer blood only and should be so indicated).
2. The term "employee" includes all those as defined in Section III, par. A., SPI 7-02 as eligible for Industrial Medicine Services.
3. Physicians select participants after asking pertinent questions about present health and examining available medical records of employee and then informing ROPR of desired time for sample taking. The physician also instructs ROPR to record in volunteer's chart the amount of blood withdrawn.
4. ROPR establishes appointment and reminds participant to obtain Supervisor's approval for the specific absence from work.
5. Initially physician must personally meet participant, explain procedures, set up schedule of blood withdrawals up to maximum allowable in paragraph 8, endorse properly executed consent form and order procedures. Blood samples may be drawn by Clinical Hematology Laboratory technician but complete instructions re collection, amount of anticoagulant, special handling, etc., are the responsibility of the physician. Bone marrow samples require a CBC prior to aspiration. Bone marrow aspiration must be done by a physician.
6. Consent forms must be complete before any procedure for blood withdrawal is begun. One consent form will suffice for allowable serial blood withdrawals on one individual per year. A new consent form must be completed before each bone marrow aspiration and a note made in the chart by the physician.
7. When participant is scheduled, ROPR notifies Dept. Petty Cashier who prepares Petty Cash Voucher in triplicate, holds original, sends duplicate and triplicate to ROPR.
  - a. Petty Cash Voucher includes name, life #, whether blood, marrow, or blood and marrow samples, and notes "Documentation on File at Hospital".
  - b. ROPR obtains physician's initials after marrow and/or Clinical Hematology Laboratory initials after blood withdrawal and gives that copy to participant to take to Dept. Petty Cashier and exchange for the original with authorized signature which participant gives to cashier.
  - c. Consent form(s), physician's note, personal identification, petty cash slip, lab slips and any other pertinent documents are all referred to the Medical Record Section for filing in the patient's research chart.
8. No employee will be allowed to contribute more than 300 ml of blood or 6 bone marrow samples per annum.

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HR  
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