

CRU #: _____ Abbreviated Study Name: _____

Sponsor ECG Checklist

Prior to bringing a sponsor ECG machine to the CRU, please complete and bring (or email to Protocol Team Lead) this document, along with ECG machine and supplies listed below.

- Follow instructions provided in ECG manual to **log into** machine/laptop with Username and Password to ensure these credentials work.
 - If prompted or able to change username and password, please change to the following generic username and password:
 - **Username-** crustaff & **Password-** CRUcru001
 - If password requires updating, please use this sequence: CRUcru002, CRUcru003, CRUcru004, and so on.
- Provide the final login credentials for the machine/laptop here:
 - Username:** _____
 - Password:** _____
- Indicate **Subject ID** format: _____
- Indicate **study contact** for any ECG concerns- supplies, login, etc.
 - Name:** _____
 - Email:** _____
 - Phone:** _____
 - Group name:** _____
 - Group email:** _____
 - Group phone:** _____
- Provide the following **supplies** for both UH and EMC (when applicable):
 - ECG Manual- preferably electronic version when possible
 - Email to the CRU Protocol Team Lead for the study
 - Visit Guide (typically found in study specific ECG manual)
 - ECG machine or laptop
 - Lead Cables
 - Charging Cord
 - Data transfer method for testing
 - Select method(s) and indicate quantity and who is providing, if applicable:
 - USB: _____
 - After initial test, study team stores USB between visits
 - SD card: _____
 - via Wi-Fi
 - Set up workflow to clear data from reuseable transfer methods between uses (e.g., signage on USB or SD cards). CRU requires cleared USBs/SD cards for each visit.
 - Paper- at least 2 packs

CRU #: _____ **Abbreviated Study Name:** _____

- Electrodes- each ECG uses 10 stickers and often more due to connection issues
 - Provide at minimum enough supplies for about 10 visits.
 - If not possible at time of ECG delivery, please provide minimum of 20 stickers & 1 pack of paper so test ECG can be completed.
 - Ensure to request additional supply from sponsor & deliver to CRU once available.
 - CRU will always keep a minimum of one unopened pack of ECG paper and 5 packets of 10 electrodes each in reserve in case of supply shortage.
 - CRU will inform study team to order more supplies BEFORE they need to use these reserves so that more supplies can be ordered.
- Label supplies and machine(s) with CRU study # (attaching a piece of paper with CRU # would suffice)
- Study team must retain the packaging/box for the ECG machine.
 - It is ok to transport machine in packaging to ensure it is protected. CRU will ensure the study team gets the packaging/box back.
- Please bring ECG, supplies, and this document (printed or emailed) to CRU. Complete log-in sheet upon drop-off on CRU:
 - UH- Bring to D6/617
 - EMC- Bring to Nurse's Station (C2111)