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| | Title : Procurement of relevant material collected from inside SGUL | Author: G. Cockerill | Date: 2/Oct/2012 |
| | No: SOP_R1 | New Author: P. Madhou | Date: 1/Sept/2024 |
| | Version: 6 | | Review Date March 2026 |

# SOP R_1: PROCUREMENT OF RELEVANT MATERIAL FROM ST GEORGE'S UNIVERSITY OF LONDON

**Disclaimer**

When using this document, please ensure that the version you are using is the most up to date either by checking on the City St George's /PORTAL/HTA website for any new versions or contact the HTA coordinator to confirm the current version.

**Out of date documents must not be relied upon and should be destroyed.**

| Rev | Date | Amendment | Approved by | Authorised by |
|---|---|---|---|---|
| 6 | Aug 2024 | City Merge, Review & formatting | PM | HTLRG |
| 5 | Sept 2023 | New DI, update contacts & formatting | AS | HTLRG |
| 5 | Sept 2022 | New DI, Add PD & Review | AS | HTLRG |
| 4 | July 2020 | Review with additions (Section 1 &2) | AS/PL | HTLRG |
| 3 | March 2018 | Reviewed & Amended (New Author) | AS | PL |
| 3 | July 2017 | Reviewed, updated PD contact list | PL | AS |
| 2 | Dec 2016 | Update contact list | AS | PL |
| 2 | Oct 2016 | New DI details | AS | MF |
| 2 | March 2016 | Issued for use | GC | HTLRG |
| 1 | September 2013 | Review date | GC | HTLRG |
| 1 | November 2012 | Issued for use | GC | HTLRG |
| 0 | October 2012 | Draft issued for comment | | |

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## 1 Background

All staff/researchers storing human tissue for research under the conditions of the licence must have their activity registered with the Joint Research & Enterprise Services (JRES) to ensure coverage under the University's HTA Licence for Research. This requirement to register also applies to staff/researchers even where the human tissue is used for a specific research project approved by a recognised research ethics committee. To be on the register you must have the approval of the DI; if you are not listed on the register you will not be authorised to perform any licensed activity.

Before Host Site Approval is granted and consented collection of relevant material can begin, the following documentation needs to be in place:

1. Register collection of Human Tissue with HTA Registration Form through JRES.

2. Consent for collection of long-term storage after expiry of ethical approval and Log relevant material on Item Tracker™ (or other appropriate database) during NRES approved collection.

3. On termination of NRES approval, roll remaining holdings over to HTA Licence 12335.

## 2 General considerations

2.1 When human tissue is transferred locally within City St George's consideration must be given to minimising the likelihood of theft, damage or loss.

2.2 A decision on how the human tissue is to be preserved, any potential contamination risks associated with it (demonstrated by the completion of a risk assessment form) and who is responsible for it during transport should be made.

## 3 Purpose

The purpose of this standard operating procedure (SOP) is to ensure that all the necessary governance implemented through the Human Tissue Authority, concerning the collection and storage of human tissues, is in place ***before*** commencement of collection, and that tissues are registered, stored, and archived under optimal conditions for future use in research.

Item TrackerTM may be used to record details about the sample and in what medium it is stored. It also allows the investigator to encrypt and provide unlinked clinical details relating to the samples.

## 4 Associated Documents

4.1 Registration of HTA holdings.

The HTA Registration document will describe what tissues are being collected, where they are stored, who oversees archiving and storing them and provide contact details (the Person Responsible).

4.2 SOP_R5 use of Item Tracker™ and SOP_R6 Procedure for maintaining.

freezers Item Tracker™ will give further details about what the sample is and in what medium it is stored. It also allows the investigator to encrypt and provide unlinked clinical detail relating to the samples.

4.3 SOP_R8 disposal by incineration.

4.4 SOP_R11 Adverse Events and complaints

## 5 Procedure

5.1 Written confirmation should be obtained that all samples have written consent for collection and storage or that appropriate exemptions apply. Ideally copies of the consent forms should also be sent with the samples.

5.2 Registration of holdings need to be logged with the Person Designated, Ashraf Sameja (asameja@sgul.ac.uk) or contact Labhelp@sgul.ac.uk

5.3 Expected details of relevant material should be checked against each sample. Any anomaly should be reported in writing as an adverse event immediately.

5.4 Holdings should be logged on Item Tracker™ and appropriate data base generated

## 6 Roles and Responsibilities

It is the responsibility of the Principal Investigator (PI) to ensure that all staff are trained in the use of human tissues and comply with City St George's policy of collection and storage of human tissue and that all procedures set out in the SOPs provided are complied with fully.

## 7 Amendment of SOPs

If, in the course of applying this document, the user identifies a modification which will improve this document, please bring the suggested changes to the attention of the Person Designated (PD) so that amendments can be reviewed and implemented.

**8. Contacts** DIs and PDs

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|---|---|---|---|---|
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| | PD | Ms Lara Painter | Ext 3077 | lpainter@sgul.ac.uk |
| **Anatomy Licence** | DI | Miss Georga Longhurst | Ex 5208 | glonghur@sgul.ac.uk |
| | PD | Mr Paul Carter | Ext 5228 | pcarter@sgul.ac.uk |
| | PD | PATHOLOGY MUSEUM Dr Carol Shiels | Ext 0729 | cshiels@sgul.ac.uk |