	Title : Procurement of relevant material from outside of St George's, University of London	Author: G. Cockerill	Date: 2/Oct/2012
	No: SOP_R2	New Author: P. Madhou	Date: 1/Sept/2024
	Version: 6		Review Date March 2026




**SOP_R2 : PROCUREMENT OF RELEVANT MATERIAL
FROM OUTSIDE OF 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Out of date documents must not be relied upon and should be destroyed.

6	Aug 2024	City merge, review and formatting	PM	HTLRG
5	Sept 2023	New DI, update contacts & formatting	AS	HTLRG
5	Sept 2022	New DI, Add PD & Review	AS	HTLRG
4	March 2020	Review with additions (Section 3.1 & 4.3)	AS/PL	HTLRG
3	March 2018	Reviewed & Amended (New Author)	AS	PL
3	July 2017	Reviewed and PD contact details updated	AS	PL
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	November 2012	Issued for use	GC	HTLRG
0	October 2012	Draft issued for comment		
Rev	Date	Amendment	Approved by	Authorised by

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1 Background

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

- Register collection of Human Tissue with HTA Registration Form through JRES
- 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
- On termination of NRES approval, roll remaining holdings over to HTA Licence 12335

2 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 stored and archived under optimal conditions for future use in research.

3 Associated Documents

3.1 Human Tissue Risk Assessment Form R17 (V1.1); should be completed with reference to the standard operating procedure “HTA- SOP 17: Risk Assessment of human tissue projects”.

Particular attention should be addressed to the risk in transportation between City St George's University and Trust site.

3.2 Material Transfer Agreement – this should be supplied by the donor Institution, but if they do not provide one the SGUL document should be used as a substitute.

3.3 Registration of HTA holdings


3.4 Service Level Agreement with a transportation company (if appropriate).

3.5 SOP_R8 disposal by incineration

3.6 SOP_R11 AEs and complaints

4 Procedure

4.1 Importation of relevant material **must** be preceded by exchange of a Material Transfer Agreement (preferably from the donor Institution).

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4.2 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.

4.3 Prearrangement of delivery method, implementation of a Service level Agreement (SLA); this also applies to of the transport agent if deemed necessary should be in place. Arrangements must be made to track delivery of material and all documentation relating to shipment retained. This also applies to transport between City St George's University of London and St George's Trust.

4.4 Registration of holdings need to be logged with the Person Designated, Ashraf Sameja (asameja@sgul.ac.uk). Or email Labhelp@sgul.ac.uk

4.5 On arrival of the relevant material, its condition should be confirmed in writing to the donor institute.

In the event of damage adverse events (AEs) should be logged with the donor Institute, Transport company and HTA (where appropriate) and the material disposed appropriately.

4.6 Expected details of relevant material should be checked against each sample. Any anomaly should be reported in writing to the donor Institute immediately.


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

5 Roles and Responsibilities

It is the responsibility of the Principle 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.

6 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.

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7. Contacts DIs and PDs

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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