	Title : Procedure for Registration of Human tissue collections.	Author: G. Cockerill	Date: 2/Oct/2012
	No: SOP_R3	New Author: P. Madhou	Date: 1/Sept/2024
	Version: 6		Review Date March 2026




SOP_R3 : PROCEDURE FOR REGISTRATION OF
HUMAN TISSUE COLLECTIONS.

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Out of date documents must not be relied upon and should be destroyed.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 contact & formatting	AS	HRLRG
5	Sept 2022	New DI, Add PD & Review	AS	HTLRG
4	July 2020	Review (Amend Section 4)	AS/PL	HTLRG
3	March 2018	Reviewed & Amended (New Author)	AS	PL
3	July 2017	Links to documentation updated	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 2013	Issued for use	GC	HTLRG
0	October 2012	Draft issued for comments	HTLRG	HTLRG
Rev	Date	Amendment	Approved by	Authorised by

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1 Flowchart – Process for registration of human tissue collections

1.1 See below.

2 Purpose

2.1 This document details the procedure for registration of all human tissues collected within City St George's University of London. Although most collections will be enabled under current ethical approval via NRES, and not come under the governance of the HTA, acquisition of the information, in addition to the sample data on Item Tracker, will allow the management of residual relevant materials following termination of ethical approval and enable the DI and Research Governance Manager to acquire a 'live audit' of tissue holdings within the entire medical school.

3 Associated Documents

3.1 SOP_R6. Procedure for managing sample cataloguing and tracking and using Item Tracker.

SOP_R5. Procedure for managing freezers for collection of human tissue.


4 Procedure

4.1 The registration form (HTA registration) can be downloaded from the Human Tissue Act Portal page, under Documentation > Registration ([Registration Form](#)).
SGUL/HTA/REGISTRATION OF COLLECTION FORM v2/Nov 2019

4.2 Complete the form. It is most important to register the maximum number of samples you expect to collect, and the expiry data of the Ethical Approval.

4.3 Please email one copy to [JRES](#) along with your RES approval, and one to the Human Tissue Act designated individual (DI) along with your final ethical approval notice.

4.4 Host Site Approval will be confirmed once this registration is complete.

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5 Roles and Responsibilities


5.1 If human tissues are to be harvested for storage and research, it is the responsibility of the Principle Investigator to ensure that the HTA registration form is completed and submitted to the Joint Research Enterprise Services with their final ethical approval. Host Site Approval will not be given until this form is filled in completely.

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.

7. Contacts DIs and PDs

Research Licence	DI	Dr Priya Madhou	Ext 1603	pmadhou@sgul.ac.uk
	PD	Mr Ash Sameja	Ext 2428	asameja@sgul.ac.uk
	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

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Flowchart 1 – Procedure for registration of human tissue collections

