	Title: Procedure when donor wishes to remove consent to store human tissue.	Author: G. Cockerill	Date: 2/Oct/2012
	No: SOP_R4	New Author: P. Madhou	Date: 1/Sept/2024
	Version: 6		Review Date March 2026




**SOP\_R4 : PROCEDURE WHEN A DONOR WISHES TO REMOVE CONSENT TO STORE HUMAN TISSUE.**

#### 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**Out of date documents must not be relied upon and should be destroyed.**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	August 2020	Review (links updated)	AS/PL	HTLRG
3	March 2018	Reviewed & Amended (New Author)	AS	PL
3	July 2017	Reviewed and PD contact details	AS	PL
3	July 2017	Reference to HTA codes updated	PL	HTLRG
3	July 2017	Reviewed and PD contact details	PL	HTLRG
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 comments	GC	
<b>Rev</b>	<b>Date</b>	<b>Amendment</b>	<b>App rove</b>	<b>Authorised by</b>

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**1 Purpose/Background**

- 1.1 This SOP described the procedure for actions to be taken in event of a donor wishing to withdraw consent for further storage of human tissue.
- 1.2 This procedure has been completed to comply with HTA Codes of Practice E (Research: standards and guidance).

**2 Scope**

- 2.1 This SOP relates only to activities covered by the Human Tissue Act Licence 12335 (Storage of relevant material which has come from a human body for a scheduled purpose).

**3 Responsibilities**

- 3.1 It is the responsibility of the Principle Investigator, or individuals who collect consent for the storage of tissues or the contact person for the particular study to ensure that the appropriate actions are taken.

**4 Procedures**

- 4.1 Once a donor contacts an investigator it is the responsibility of that investigator to ensure that the donor receives the Consent Withdrawal Notification form within 24 hours of contact. The withdrawal notification proforma is found on the Research Licence site on the Medical School Portal.

**5 Related Documents**

What do I do if an individual wishes to withdraw their consent?

Ask them to complete a [request to withdraw consent form](#) .


Word document found in the following link .....

<https://www.sgul.ac.uk/research/our-research-facilities/human-tissue-act>

and explain what will happen to their material and any data already collected.

Arrange for any specific disposal requests, but if there are none explain the procedures set out at St George's.

SOP\_R\_7\_Procedures in the event of withdrawal of consent for storage of human tissue.

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## 6 Reference

### A: Guiding principles and the fundamental principle of consent

[Public guide to HTA Code A.pdf](#)

## 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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	PD	Mr Ash Sameja	Ext 2428	<a href="mailto:asameja@sgul.ac.uk">asameja@sgul.ac.uk</a>
	PD	Ms Lara Painter	Ext 3077	<a href="mailto:lpainter@sgul.ac.uk">lpainter@sgul.ac.uk</a>
<b>Anatomy Licence</b>	DI	Miss Georga Longhurst	Ex 5208	<a href="mailto:glonghur@sgul.ac.uk">glonghur@sgul.ac.uk</a>
	PD	Mr Paul Carter	Ext 5228	<a href="mailto:pcarter@sgul.ac.uk">pcarter@sgul.ac.uk</a>
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