


MMU-HTA 015



STANDARD OPERATING PROCEDURE

Reference Number	MMU-HTA 015
Title	TUTELA FREEZER ALARM SYSTEM
Effective Date	14th June 2021
Review Date	14th June 2023
Superseded Version Number & date	MMU-HTA 015
Authorisation	Designated Individual  Professor Hans Degens

Background

The University has introduced a quality management system for the governance of the acquisition, storage and use of human tissue.

This system will ensure that all work is carried out to the highest standard and that the University complies with the licensing obligations of the Human Tissue Act (HTA, 2004).

This SOP forms part of a suite of SOPs (MMU_HTA001 – MMU_HTA015) that support implementation of the quality management system and should be used as directed in conjunction with Manchester Metropolitan University's HTA Code of Practice.

Purpose

This SOP is for use with MMU's Tutela Alarm Monitoring System. It is for use in MMU human tissue storage locations.

For any technical support, contact MMU's Specialist Computer Sciences team at scs@mmu.ac.uk or via the Tutela helpline on 01252406340

MMU-HTA 015

Procedure for accessing the Tutela system

1. Log in at <https://v4.tutelasystems.com/main/login> using the username and password given to you by Specialist Computer Science (if you need a new login, email SCS). **WARNING: Your username is case sensitive.**
2. Select which site to view (for example Cavendish or Faculty of Science and Engineering)
3. To view temperatures and respond to incidents click “sensors”
 - a. This screen gives you monitoring information for each sensor probe. You can check a timeline of the freezer temperature as well as check for incidents and whether they have been resolved.
 - b. You can look at a history of the freezer temperatures and check specific dates using the calendar function

Procedure for responding to a Tutela alarm

If you are notified that an alarm is activated, you can respond to it by logging in to the Tutela website and looking for the sensor that is flashing red (the rest will be green). If someone else has responded to the alarm but not completed the necessary steps after an activation, the alarm will stop flashing and turn amber.

1. Select the alarm that is flashing and click “audit”
2. This will bring up the alarm record - you should already see a record of the actions Tutela has taken regarding the alarm (who they have notified, what time the alarm sounded)
3. You will then be required to respond to the alarm, stating what action has or will be taken on the form.
4. Once the form has been completed it must be signed off by an administrator, who signs in as they normally would.
 - a. If you are the administrator for this alarm, sign in and click on the amber alarm button. Then click audit and complete the final part of the alarm form. Your PIN number will be required to complete the form.
5. A copy of the form will be stored in the document library for auditing purposes.

Additional Notes

1. Before defrosting freezers, contact Tutela to notify them which freezer and for how long it will be defrosted, or manually isolate the freezer alarm before it is defrosted. Please also message the HTA Compliance WhatsApp Group to notify them of the defrosting.
2. When an alarm is sounded, in the first instance a message should be sent to the HTA Freezer Alarm WhatsApp group to notify the other members of the HTA Compliance Group that the alarm has been noticed and is being dealt with.