

**STANDARD OPERATING PROCEDURE**

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| **Reference Number** | **MMUHTA\_006** |
| **Title** | **Freezers and Storage of Human Tissue** |
| **Effective Date** | **30th January 2023** |
| **Review Date** | **2nd March 2025** |
| **Superseded Version Number & date** | **V1.2 2nd March 2023** |
| **Author** | **Sarika Ellul** |
| **Reviewer** | **Liam Hanson** |
| **Authorisation**  | **Designated Individual****Professor 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 (MMUHTA\_001 – MMUHTA\_019) that support implementation of the quality management and should be used as directed in conjunction with Manchester Metropolitan University’s HTA Code of Practice.

# Purpose

The purpose of this SOP is to set out a standard template for the use of freezers and storage of material that falls under the Human Tissue Act (2004).

# Definitions

## Human Tissue

Any, and all, constituent part/s of the human body containing cells.

# Scope (of this SOP)

Storage of relevant material in freezers and designated areas at Manchester Metropolitan University.

# Designated Freezers

Freezers have been approved by the HTA Designated Individual for the storage of human tissue in addition to slides and samples stored at room temperature. Freezers and storage units are in John Dalton T3.05.

# Responsible Personnel

Principal Investigators storing relevant samples are responsible for adhering to procedures set out in this SOP.

The Designated Individual and Persons Designated are responsible for monitoring room conditions and ensuring all staff storing human tissue are compliant with procedures set out in this SOP.

# Procedure

All human tissue samples must be stored in secure designated freezers or suitable storage units within an access-controlled environment.

Freezers rooms have suitable climate control, and each freezer has an alarm monitoring system which can be monitored remotely (Tutela alarm).

Any sample stored must be labelled with a unique identifier code that makes it possible to link the sample back to the associated consent form and ethics application, material transfer document or NHS ethics approval (detailed in the Labelling of samples SOP).

Freezer and other units designated for storing human tissue must be clearly labelled and have appropriate hazard labels and information relating to human tissue.

Samples should be stored in organised racks wherever possible for ease of access and auditing.

From the 1st of January 2020, all new human tissue samples prior to being stored in a HTA designated freezer will need to be logged into the University data base system to be compliant with the **Human Tissue Act 2004,** the **HTA SharePoint**. In the **HTA SharePoint** each principal investigator (PI) has his/her own directory that is accessible to the PI and his/her team, the Persons Designated and the Designated Individual. Other people will not have access to the PI-specific folders.

In order to create a specific directory, PIs should make sure that they have completed the required training as set out in ‘SOP [MMUHTA\_008](https://stummuac.sharepoint.com/%3Aw%3A/r/sites/pro-rke-hta/Shared%20Documents/SOPs/MMUHTA_008%20Training%20for%20HTA%20V1.2.docx?d=wc3de34cd95ff47309a215635396a47b9&csf=1&web=1&e=SIeZmF) Training for HTA’ and then contact the DI with a request to create a specific folder within the **HTA SharePoint** system for their research.

**Version Control**

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| **Version** | **Reason for change** | **Date** |
| 1.0 | N/A | 14th June, 2021 |
| 1.1 | A new SOP was added to the suite therefore writing changed to state ‘SOPs (MMU-HTA001 – MMU-HTA016)’ rather than SOPs (MMU-HTA001 – MMU-HTA015) | 25th November, 2022 |
| 1.2 | Changed writing to state ‘SOPs (MMU-HTA001 – MMU-HTA018)’ rather than SOPs (MMU-HTA001 – MMU-HTA016) | 30th January, 2023 |
| 1.3 | Author & Reviewer fields added to title table + changed writing to state ‘SOPS (MMUHTA\_001 – MMUHTA\_019)’ rather than SOPs (MMU-HTA001 – MMU-HTA018) + minor grammatical & formatting changes | 2nd March, 2023 |
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