

**STANDARD OPERATING PROCEDURE**

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| **Reference Number** | **MMUHTA \_006a** |
| **Title** | **Freezers and Storage of Human Tissue (Cavendish)** |
| **Effective Date** | **30th January 2023** |
| **Review Date** | **2nd March 2022** |
| **Superseded Version Number & date** | **V1.2 2nd March 2022** |
| **Author** | **Gary Pheasey** |
| **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 the Code of Practice.

# Purpose

The purpose of this SOP is to set out a standard template for **temporary storage in Cavendish (<7days)** for 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 at Manchester Metropolitan University (Cavendish building).

# Designated Freezers

Freezers have been approved by the HTA Designated Individual for the storage of human tissue and are located in Cavendish CG13.

# Responsible Personnel

* Principal Investigators
* Research Teams

# Procedure

All human tissue samples must be stored in locked designated freezers within a controlled environment.

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.

Additionally, and if applicable, any hazard warning labels:

* The key to the freezer in Cavendish is to be kept in a secure place, managed by technical service staff
* A designated container situated within the -80 freezer in Cavendish (CG-13), must be used to separate relevant material from non-relevant material for ease of access and auditing.
* Relevant material must not be stored permanently in Cavendish freezer. This is a temporary storage location for relevant material (<7 days), good practice to store samples for <2 days in this freezer.
* John Dalton Tower 3-05 is the nominated location for permanent storage of relevant material.
* An accurate record of relevant material (stored, disposed, or transferred samples) must be recorded in the logbook, located by the designated freezer.
* Monthly audited spot checks by nominated technical services staff will be conducted to ensure compliance to storage regulations (<7 days).

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 basing 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 PDs, and the DI. 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 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 | 10th April 2021 |
| 1.1 | Changed writing 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 (MMU-HTA001 – MMU-HTA019)’ rather than SOPs (MMU-HTA001 – MMU-HTA018) + minor grammatical & formatting changes | 2nd March, 2023 |
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