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PROCEDURE FOR USE OF THE ACHIEVER SAMPLE TRACKING SYSTEM

1. PURPOSE, SCOPE, RESPONSIBILITIES & DEFINITIONS

1.1 Purpose

Tissue samples may be collected from patients for research purposes. Tissues should be collected from the Operating Theatre as soon as they are available after notification from the Operating Theatre staff. Tissues will usually be collected in a fresh state for further handling within the laboratory.

Tissues may be fixed in formalin for 24-48 hours and subsequently processed into paraffin wax blocks. Fresh tissues may be rapidly frozen directly into liquid nitrogen or (with cryoprotection) in liquid nitrogen cooled isopentane. Fresh tissues may be dissected for functional experiments. Fresh tissues may be subjected to enzyme digestion for cell purification and subsequent storage for protein and RNA extraction.

Specimens received for inclusion in the Uteroplacental Tissue Bank section of the Newcastle Biomedicine Biobank must be entered onto the **Achiever sample tracking system**. The purpose of this SOP is to ensure that all staff who receive specimens for inclusion in the Uteroplacental Tissue Bank section of the Newcastle Biomedicine Biobank are aware of the requirement for samples to be entered onto Achiever and how to ensure that this takes place. Information needs to be stored securely and accurately while remaining accessible.

1.2 Responsibilities

It is the responsibility of the PD and the individual researchers and their staff and students to ensure that this procedure is implemented so that all samples are included on the Achiever sample tracking system.

1.3 Definitions

“Specimen” refers to any sample that forms part of the Uteroplacental Tissue Bank, which is part of the Newcastle Biomedicine Biobank. For information, the Human Tissue Act includes all material that has come from a human body and consists of, or includes, cells. (Cell lines are excluded, as are hair and nails from living people. Live gametes and embryos are excluded as they are already regulated under the Human Fertilisation and Embryology Act 1990)

“User” refers to any individual (scientist, clinician, technician, post-doctoral researcher, post-graduate student or undergraduate student) who handles, stores, uses, or manipulates any specimen.

Authors: Julie Taggart

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2. COSHH/HEALTH AND SAFETY

- All local COSHH/Health and Safety guidelines should be adhered to.
- All biological samples should be handled in accordance with local bioCOSHH/Health and Safety guidelines.
- All staff should be familiar with safe data entry procedures

3. EQUIPMENT AND REAGENTS

Personal computers within the office of those individuals with access to Achiever

4. REFERENCES

Human Tissue Act

Uteroplacental Tissue Bank SOPs:

UCS07a	Transport to the Laboratory (placental group)
UCS07b	Transport to the Laboratory (myometrial group)
UCS12	Receipt and coding of Uteroplacental Tissue Bank specimens

Sample Information Sheet

5. PROCEDURE

Achiever sample tracking system

The Achiever sample tracking system can be accessed using internet explorer. Appropriate training by the Achiever IT team must have been undertaken before access is allowed. There are varying access levels depending on the level of staff and the particular study. The HTA coordinator is the custodian of the Uteroplacental collection.

Procedure

- 1 Receive the specimen and the Sample Information Sheet in the laboratory after transport from the Operating Theatres (see SOP 07a and 07b).
- 2 Using the pre-printed BioBank specimen labels, assign the next BioBank number to the sample. Determine which specimen group type the sample belongs to and allocate the next number for that specimen type to the specimen. Write the specimen number on the sample information sheet by hand and add this to the files in the appropriate section.

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- 3 Make a note on the back of the Sample Information Sheet listing what experiments the sample has been used for, and whether any tissue/cells/supernatants have been stored.
- 4 Following the Achiever SOP's, create a new donor by entering the assigned unique biobank number pre-fixed by UP- , the anonymised patient details, consenting details and any relevant clinical information.
Once a donor has been created, samples can be added. Enter all relevant sample information, including sample type and storage location.
- 5 Store the Sample Information Sheet securely in the designated place.
- 6 Ensure that when any sample is used up, transferred into protein or RNA or transferred out of the tissue bank, this is updated appropriately on Achiever to enable a full audit trail to be created.

6. GROUP/SITE SPECIFIC DETAILS

Personnel: Staff and students of the Uteroplacental Tissue Bank Group

Location: Laboratories/offices of the Uteroplacental Tissue Bank Group