

CONTROLLED DOCUMENT

RECEIPT AND CODING OF UTEROPLACENTAL TISSUE BANK SPECIMENS

1. PURPOSE, SCOPE, RESPONSIBILITIES & DEFINITIONS

1.1 Purpose

Specimens will be received for inclusion in the Uteroplacental Tissue Bank section of the Newcastle Biomedicine Biobank. Samples will be received by several different laboratory personnel. The purpose of this SOP is to ensure that specimens which are received for inclusion in the Uteroplacental Tissue Bank section of the Newcastle Biomedicine Biobank are accurately coded on receipt, recorded and stored appropriately.

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.

1.3 Definitions

“Specimen” refers to any tissue, sample, slide specimen that forms part of the FMS Tissue Resource, whether fresh, frozen or other. 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 or undergraduate student) who handles, stores, uses, or manipulates any specimen.

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.

3. EQUIPMENT AND REAGENTS

Not applicable.

4. REFERENCES

- Human Tissue Act
- Uteroplacental Tissue Bank SOPs:
 - 02 Preparation of frozen tissue blocks (placental group)
 - 03a Disposal of Tissues and Fixatives (placental group)
 - 03b Disposal of Tissues and Fixatives (myometrial group)
 - 07a Transport to the Laboratory (placental group)
 - 07b Transport to the Laboratory (myometrial group)
 - 08 Freezing of Tissue and Preparation of Cultured Cells (myometrial group)
 - 11 Preparation of cultured cells (placental group)
 - 13 Procedure for use of Uteroplacental Tissue Bank Database

5. PROCEDURE

- 1 Receive specimen and the sample information sheet in the laboratory after transport from the Operating Theatres (see SOP 07a and 07b).
 - **The sample information sheet must be collected with the sample**
 - **Do not accept a sample unless there is a sample information sheet**
 - **Check that the consent is documented on the front of the sample information sheet**
 - **For Termination of Pregnancy (TOP) samples check that the back of the form has been signed by the surgeon**
- 2 Determine the nature of the specimen and notify the researcher of its receipt if appropriate.
3. Using the pre-printed BioBank specimen labels, use the next BioBank number and stick one label onto the sample and one onto the sample information sheet. If applicable, determine which specimen group type the sample belongs to and write the specimen number and suffix on the sample information sheet by hand.
- 4 Add the sample information sheet to the files in the appropriate section.
- 5 Process and store the specimen as required, adding the appropriate sample code to all containers for storage with a permanent marker.

6. GROUP/SITE SPECIFIC DETAILS

Personnel: Staff and students of the Uteroplacental Tissue Bank Group
Location: Laboratories of the Uteroplacental Tissue Bank Group