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# PROCEDURE FOR USE OF THE UTEROPLACENTAL TISSUE BANK DATABASE

## 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 **Uteroplacental Tissue Bank Database**. 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 the database 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 Uteroplacental Tissue Bank Database.

### 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.

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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 read access or read/write access to the Uteroplacental Tissue Bank Database.

## **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

UCS Sample Information Sheet

## **5. PROCEDURE**

### **Database**

The Uteroplacental Tissue Bank Database is located on a network drive at

**ntissue on '\\campus\rdw\ICMr2\icmresearch\ntissue'**

There is limited access to this database. Authorised members of the Uteroplacental Tissue Bank Group have read and write access and are able to update sample information on the database. Unauthorised members of the Uteroplacental Tissue Bank Group have read access to the database; these users are not able to enter or amend data.

The database is currently an Excel database. There are different sheets for the different sample types. All the sample types have separate numbering to ensure that they are entered in the correct place on the database.

The database acts as a double check that no laboratory number is used twice or is missed out.

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## **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.
- 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 Enter the information from the Sample Information Sheet into the database in the appropriate sheet. This will be performed by one of the laboratory workers with write access to the secure, anonymised computer data base. Information entered should include the identifying laboratory number, information about the amount of tissue/cells/supernatants stored, whether these are frozen or fixed and their location within the laboratory. Retrieval of sample is thus easily achieved.
- 5 When entering the sample information, enter all the information by hand and disable the autocomplete function to ensure that the cells do not populate with incorrect data.
- 6 Store the Sample Information Sheet securely in the designated place.
- 7 Ensure that when any sample is used or transferred into protein or RNA this is updated appropriately on the database so that it is clear when a sample has been removed from the tissue bank.

## **6. GROUP/SITE SPECIFIC DETAILS**

Personnel: Staff and students of the Uteroplacental Tissue Bank Group

Location: Laboratories of the Uteroplacental Tissue Bank Group