

SOP Reference: BCNTB/SOP/012

Standard Operating Procedure for

Disposal of tissues

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Authorised by:

	Name	Designation	Signature	Date approved
BCNTB	Miss Uma Ekbote	Coordinator		May 2017
Breast Cancer Now	Dr Simon Vincent	Director of Research		May 2017

Document review history			
Version Number	Revision History	Name of Reviewer/Author	Review date
1.0	1 st Issue	Uma Ekbote	January 2012
2.0	General admin edits, change in participating centres, removed local policy links, updated HTA codes of practice and standards	Dr. Pamela Reid, Uma Ekbote	December 2016, May 2017

1.0 PURPOSE AND SCOPE

1.1 This SOP explains the mechanism for the disposal of tissues that have been donated for medical research purposes to the Tissue Bank (defined herein). In this SOP disposal could be triggered by actions such as a patient's withdrawal of consent, a sample being taken in error, sufficient samples previously stored, damage to the sample or slide, the end of a research study or clinical trial or an agreement being reached with a provider to dispose of the material after the scheduled purpose has concluded. The SOPs take account of Health & Safety Policies.

1.2 The SOPs are governed by local NHS management and policies developed to take into account of the Human Tissue Act legislation.

2.0 DEFINITIONS

2.1 The Breast Cancer Now Tissue Bank shall be referred to as the Tissue Bank

2.2 The researcher applying to access and use the Materials held in the Tissue Bank shall be referred to as the Applicant.

2.3 Material refers to any Tissue within the Tissue Bank

2.4 Tissue refers to any tissue or fluid taken from the human body

2.5 The Institutions are the University of Leeds, University of Nottingham, Barts Cancer Institute, Queen Mary University of London, University of Sheffield and University of Southampton

2.6 Leeds Research Tissue Bank is referred to as LRTB

2.7 Barts Cancer Institute Breast Tissue Bank is referred to as BCIBTB

3.0 REFERENCES

3.1 Human Tissue Act 2004

3.2 Human Tissue Authority, Codes of Practice and Standards, April 2017;

3.2.1 Code A: Guiding principles and the fundamental principle of consent

3.2.2 Code E: Research includes Disposal (points 127-129)

3.3 BCNTB/SOP/010: Withdrawal of Consent

4.0 RESPONSIBILITIES

4.1 After receiving the notification of the withdrawal of consent; loss of integrity of samples; left over tissue from research work or another reason the Institution will follow the local approved guidance for destroying the samples.

4.1.1 Where possible, disposal should occur separately from normal clinical waste but individual Centres have their own waste handling procedures that must be followed.

4.1.2 If a patient has requested that tissue needs to be disposed in a particular manner, the tissue bank must ensure that these requests are respected and wherever possible steps are taken to comply with the patient's wishes.

4.2 In addition, the Institution must inform the Tissue Bank Coordinator that samples have been destroyed so the Breast Cancer Now central database can be updated appropriately and any applicants who have used the samples in their research can be contacted.