



CHECKLIST FOR HUMAN TISSUE AND PATIENT INFORMATION - UCL BIOBANKS

Introduction

This checklist is designed to assist supervisors, research staff, newly appointed Principal Investigators and students to increase their understanding of Research Governance for studies on human samples.

In addition, the UCL Websites [Research Integrity](#) and also the [UCL Code of Conduct for Research](#) provide detailed information about research conduct, research ethics, funding, conflicts of interest, authorship of manuscripts and conference proceedings, and how to acknowledge the source of human tissue. It is recommended that supervisors or personnel to whom this is delegated, discuss with research staff, newly appointed PIs and students the following issues and bring to their attention the checklist with recommended reading and training:

- What the University requires of its staff, students and visitors
- Relevant regulatory guidelines (HTA Standards for Research, HTA Codes of Practice)
- Project-specific requirements (e.g. human ethics approvals, risk of infection, material transfer agreements, disposal of samples etc.).
- Training available for staff, students and visitors. It is advisable that visitors of longer than 3 months complete this training.

Please return the signed document along with your Training Certificates within two weeks of attending your safety induction to your local Biobank Manager and / or HTA Designated Individual.

I have read and understand the information in this three page document 'WORKING WITH HUMAN TISSUE AND PATIENT INFORMATION - UCL GUIDELINES'. I agree to abide by, and implement, all appropriate procedures as described in this document.

I understand that failure to follow this code could result in hazards to myself and my colleagues and that breaching these rules may lead to disciplinary action being taken.

- a) I am / am not* working with human tissue samples (including blood, blood products, tissue, urine, faeces etc.) *Delete as appropriate
- b) I have / have not* attended UCL Occupational Health and Wellbeing and I am providing you with the outcome of my immunisation against Hepatitis B *Delete as appropriate
- c) I have not attended UCL Occupational Health and Wellbeing but I have provided the outcome of my immunisation against Hepatitis B from elsewhere (GP, travel clinic)
- d) I understand that where failure to respond to immunisation or circumstances which prevent vaccination, I must not work with human tissue until I have been advised by Occupational Health and Wellbeing Advisor if I can proceed in the absence of immunisation. I will be provided with written documentation from Occupational Health and Wellbeing.

NAME (print)

Signature DATE

Supervisor / delegated signatory

Name (print)

Signature..... DATE

Aspect of human tissue	Suggested action	Resources / Web Links	Initial / Date / Comments
Introduction to Research using human tissue Human Tissue Authority	<p>Discuss the remit of the HTA, the list of relevant material, exceptions and exemptions and when an HTA licence is required. Discuss the Codes of Practice and HTA Standards and how they relate to the project.</p> <p>Training to acquire knowledge of the Human Tissue Act 2004 is mandatory if working with human tissue; training certificates must be provided to the HTA DI /PD, Head of Department or an appropriate individual to whom this task can be delegated, for example, tutor, course manager etc..</p>	<p>Link to the Human Tissue Authority https://www.hta.gov.uk/</p> <p>Link to HTA Codes of Practice https://www.hta.gov.uk/guidance-professionals/codes-practice</p> <p>Link to MRC Online e-learning module “Research and human tissue legislation” (England, Wales & Northern Ireland) found on the MRC Regulatory Support Centre e-learning page.</p>	
Health and Safety when working with human tissue	<p>All staff, students and visitors working with unfixed human tissue must be aware of the risk of being exposed to infectious agents, and the safety requirements that must be taken to reduce such a risk.</p> <p>Attend local Safety Induction; job hazard form completed; referral to Occupational Health and Wellbeing if required for Hep B vaccination / testing of immunity; local laboratory tour and provision of Personal Protection Equipment (lab coat, gloves, goggles etc).</p> <p>*Specifically vaccination against hepatitis B is required prior to working with unfixed human tissue</p>	<p>Link to UCL Safety Policy https://www.ucl.ac.uk/safety-services/policies/2021/apr/health-and-safety-policy</p> <p>Occupational Health And Wellbeing Provision At UCL: https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/faqs</p> <p>‘Do I need to be vaccinated against Hepatitis B?’ under ‘Workplace’ on the UCL HR Health webpage also at: https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/faqs).</p>	
Research Ethics	<p>A discussion must take place around the ethical approval given for the research and a copy of the ethical approval should be provided / made accessible to those undertaking research. Anyone undertaking research must be listed on a delegation log, which is assigned to an ethics application approval.</p>	<p>Link to UCL Ethics https://www.ucl.ac.uk/research-ethics</p> <p>Link to HRA ethical approval process http://www.hra.nhs.uk/</p> <p>Link to JRO https://www.ucl.ac.uk/jro</p> <p style="text-align: right;">Continued.</p>	

<p>Information Governance</p>	<p>Discuss the concept of governance with respect to information relating to a person whose tissue is being used for research. Discuss the requirements for Information Governance training at UCL.</p> <p>Discuss the concept of data protection in relation to storage of participant information (patients and volunteers) and the logistics of storing this information.</p> <p>Awareness that access to patient information for research purposes is only permitted with patient consent.</p>	<p>Link to UCL Data Protection Online Training https://www.ucl.ac.uk/data-protection/data-protection-overview/online-training/data-protection-online-training and Link to UCL Data Protection https://www.ucl.ac.uk/data-protection/data-protection-overview/</p>	
<p>Transfer of human material and information</p>	<p>Awareness of the requirements of releasing tissue and data to other researchers within and external to the institution in which they work. Knowledge of when a material transfer agreement (MTA) is required.</p>	<p>MTAs involving the movement of human tissue should be arranged with the help of your group Administrator.</p>	
<p>Biobanking at UCL</p>	<p>Information on working with human samples.</p>	<p>https://www.ucl.ac.uk/biobank</p>	

* Please also see the UCL document '**WORKING WITH HUMAN TISSUE AND PATIENT INFORMATION - UCL GUIDELINES v.4-A**' on the right side of the [UCL HTA Biobanks](#) Web page for more detailed information