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| **Human Tissue in Research**  **Read & Understood HTA SOPs** |

This document should be completed by Swansea University (SU) research groups (staff and students) handling and storing human tissue.

All SU staff and students working with human tissue should have a good understanding of the Quality Management System in place to ensure human tissue is being handled in line with the Human Tissue Act (2004) legislation and the Human Tissue Authority’s Codes of Practice.

Please go to SU’s webpage to read the latest version of all [Standard Operating Procedures (SOPs)](https://www.swansea.ac.uk/research/research-integrity-ethics-governance/research-governance/human-tissue-act/hta-qms/) included in HTA QMS.

**Once all SOPs have been read and understood, please fill in the rest of this form, which should be submitted with your ethics application.**

If you have any questions, contact the Human Tissue Governance Officer (HTGO).

The Principal / Chief Investigator should ensure an up-to-date copy of this form is maintained and available for audit if requested. It is also recommended that a copy is emailed to the [HTGO](mailto:B.R.Thomas@swansea.ac.uk) when completed or alterations are made.

***This front page can be deleted and only the signed form overleaf should be maintained and made available for audit if requested.***

**I confirm that I have read the latest version and understood the following Core HTA Standard Operating Procedures:**

1. HTA-CORE-SOP-SOPs
2. HTA-CORE-SOP-Consent
3. HTA-CORE-SOP-Storage
4. HTA-CORE-SOP-Disposal
5. HTA-CORE-SOP-Transportation
6. HTA-CORE-SOP-Import and Export
7. HTA-CORE-SOP-Management of Records
8. HTA-CORE-SOP-Training
9. HTA-CORE-SOP-Risk Management
10. HTA-CORE-SOP-Equipment Management
11. HTA-CORE-SOP-Adverse Event Reporting
12. HTA-CORE-SOP-Internal Audit
13. HTA-CORE-SOP-Chain of Custody
14. HTA-CORE-SOP-Acceptance of Sample Collections
15. HTA-CORE-SOP-Maintenance and Monitoring Fridges and Freezers

***Note for Principal / Chief Investigator:*** Please ensure all staff working directly with the management and maintenance of stored human tissue read, understand and sign the below table.

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| **Position** | **Name** | **Email** | **Signature** | **Date** |
| **Principal / Chief Investigator** |  |  |  |  |
| **Lab Technician** |  |  |  |  |
| **Researcher** |  |  |  |  |
| *Edit/Add as required* |  |  |  |  |
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