Background
The University has introduced a quality management system for the governance of the acquisition, storage and use of human tissue.

This system will ensure that all work is carried out to the highest standard and that the University complies with the licensing obligations of the Human Tissue Act (2004).

This SOP forms part of a suite of SOPs (MMUHTA 001 – MMUHTA011) that support implementation of the quality management system and should be used as directed in the Quality Manual:

Purpose
The purpose of this SOP is to set out the procedures for the storage of human tissue within Manchester Metropolitan University.

Definitions
Human Tissue
Any, and all, constituent part/s of the human body formed by cells.

Designated Freezer – a freezer that has been approved by the HTA Designated Individual for the storage of human tissue.

Scope (of this SOP)
All human tissue stored within Manchester Metropolitan University.
The scope of this SOP is limited to the physical storage of human tissue within the University.

Responsible Personnel
Principal Investigators
Research Teams

Procedure
All human tissue samples must be stored in a designated freezer within a controlled laboratory environment.
Human tissue samples should be stored in a sealed container and labelled with the following information:

Sample Reference Number: *(Unique sample reference number obtained from the sample management system)*:  
Date sample taken or transfer to Manchester Metropolitan University:  
Name of User:  

Additionally and if applicable any hazard warning labels.

Samples should be stored in organised racks wherever possible for ease of access and auditing.

From the 1st January 2017, all new human tissue samples prior to being stored in a HTA designated freezer will need to logged into the University data basing system so that the university can demonstrate to HTA inspectors full compliance to the Human Tissue Act 2004.