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 disposal of human tissue.

Definitions

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

Scope (of this SOP)
The disposal of all human tissue within Manchester Metropolitan University.

The procedures within this SOP relate to disposal by SRCL Ltd of tissue on behalf of Manchester Metropolitan University. If there are special circumstances where the Principal Investigator (PI) wishes to use another disposal method they should contact the DI for risk assessment and approval of the proposed method.

Procedure

Relevant material must be disposed of in accordance with donor’s wishes if specified.

The University has a contract with SRCL Limited for the removal and disposal of human tissue: Account Manager: Mr Chris Westwood ☎ 07931 747362) E-mail – cwestwood@srcl.com

SRCL Ltd Knostrop Treatment Works Knowsthorpe Lane Leeds LS9 0PJ
All human tissue for disposal must be transferred to SRCL Ltd, who are contracted to dispose of Human Tissue on behalf of the University.

Once human tissue has been identified for disposal, either because it is no longer viable following use in experiments or the project for which it has been stored has been completed, it should be transferred to a designated storage area prior to disposal.

Unless otherwise stated or material requires another form of containment (seek advice from the DI or his deputies) all relevant material (human tissue) should be placed in a yellow Biohazard bag.

The bag should be sealed with zip ties or tied in a knot and placed in the designated disposal freezer in T1.07 John Dalton Tower. This freezer is kept locked at all times.

This freezer is used for the disposal of human tissue and all samples stored will be incinerated.

The bag should be labelled with following information:

1. Human Tissue Samples for Disposal:
2. Project Reference Number:
3. Sample Reference Number(s):
4. Custodian:
5. Contact Details of Custodian:

Prior to SRCL collecting the waste, appropriate technical staff will remove samples from the freezer to the large clinical incineration bin, which is kept locked at all times.

The samples and data can be relocated on the universities documentation system.

A copy of the signed waste consignment note from SRCL should be forwarded to the appropriate technical staff who will allocate a unique identifier number. All samples that have been collected will be tagged as part of their disposal record to the appropriate transfer consignment note.

The consignment note should be filed and retained for audit inspection.

When tissue disposal is being undertaken at the end of a project the researcher in charge should inform the organisation from which the tissue originated in writing if this is required as part of the MTA.

When this is the case a copy of the letter should be filed as a part the project record. A copy of this record should archived for audit purposes.

If the donors own material is being returned at their request then a material transfer form should be filled out.