# Human Tissue Act - Standard Operation Procedures (SOP) Read Log

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| Name: | Role: PD/Departmental HTA contact/scientist |
| Departmental name: | Research Designated Individual: Professor P Bradding |

UoL staff, students and external individuals that conduct research on Human Relevant Tissue must read HTA SOPs that are relevant to the work they undertaken. A full list of all available SOPs is available on the Research Governance Ethics and Integrity (REGI) Website. The HTA Policy documents are essential reading for Designated Individual and Persons Designated. Review of all SOPS should be undertaken on a biannual basis or whenever new SOPs/HTA documentation have been issued by the REGI Office.

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| Document | Document Title | Document Version | Document Date | Staff Signature | Date Read |
| Policy | Policy on HTA management | 1.0 | March 2018 |  |  |

UoL Human Tissue Act Policies

UoL HTA specific SOPs

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| Document | Document Title | Document Version | Document date | Staff Signature | Date Read |
| HTA-A1000-UoL | Document Control of Human Tissue Act Governed SOPs in Research | 1.0 | January 2021 |  |  |
| HTA-A1001-UoL | Transferring samples to the HTA Research Licence 12384 | 1.0 | January 2021 |  |  |
| HTA-A1002-UoL | Application of UoL sponsored RTBs | 1.0 | January 2021 |  |  |
| Document | Document Title | Document Version | Document date | Staff Signature | Date Read |
| HTA-A1003-UoL | Storage of material beyond REC approvals | 1.0 | January 2021 |  |  |
| HTA-A1004-UoL | Disposal of human tissue samples | 1.0 | January 2021 |  |  |
| HTA-A1005-UoL | Import and Export of Relevant Material | 1.0 | January 2021 |  |  |
| HTA-A1006-UoL | UoL Internal Ethics Projects | 1.0 | January 2021 |  |  |
| HTA-A1007-UoL | Procurement of Relevant Material | 1.0 | January 2021 |  |  |
| HTA-A1008-UoL | Contracts | 1.0 | January 2021 |  |  |
| HTA-A1009-UoL | Management of Freezers holding Relevant Materials | 1.0 | January 2021 |  |  |
| HTA-A1010-UoL | Room Temperature Monitoring | 1.0 | January 2021 |  |  |
| HTA-A1011-UoL | Equipment management and maintenance | 1.0 | January 2021 |  |  |
| HTA-A1012-UoL | Transfer of human samples | 1.0 | January 2021 |  |  |
| HTA-A1013-UoL | Coding and tracking of human samples for research | 1.0 | January 2021 |  |  |
| HTA-A1014-UoL | Consent recording /consent exemptions | 1.0 | January 2021 |  |  |
| HTA-A1015-UoL | Existing samples (pre-2006) | 1.0 | January 2021 |  |  |
| HTA-A1016-UoL | Relevant Material from a diagnostic archive | 1.0 | January 2021 |  |  |
| HTA-A1017-UoL | DNA analysis | 1.0 | January 2021 |  |  |
| HTA-A1018-UoL | PD Materfile templates | 1.0 | January 2021 |  |  |
| HTA-A1019-UoL | Auditing HTA licenced areas | 1.0 | January 2021 |  |  |
| HTA-A1020-UoL | Management of HTA Records | 1.0 | January 2021 |  |  |
| HTA-A1021-UoL | Risk Identification Analysis | 1.0 | January 2021 |  |  |
| HTA-A1022-UoL | Adverse Events | 1.0 | January 2021 |  |  |
| HTA-A1023-UoL | Emergency Planning | 1.0 | January 2021 |  |  |
| HTA-A1024-UoL | Procedure in event of Non-Compliance | 1.0 | January 2021 |  |  |
| HTA-A1025-UoL | Retaining samples for publication verification purposes | 1.0 | January 2021 |  |  |
| HTA-A1026-UoL | Retaining consent forms for HTA purposes | 1.0 | January 2021 |  |  |

HTA Certificated Training log

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| Date of Course | Course Title | Training: Company/Institute/University |  |
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