# Sample Application Form for Imported Samples

Any relevant material being imported to the University premises must be notified to the HTA Monitoring Officer and the DI to the HTA Research Licence (12384) in advance of the transfer-taking place.

In addition, there should be a corresponding MTA to go alongside this document that details i) the ethics approval the samples were collected; ii) whether study participants gave written informed consent, and iii) what the tissue can be used for as guided by i) and ii). A patient information sheet and blank consent form should also be provided. This will ensure we remain compliant with the Human Tissue Act, 2004.

Failure to follow this could mean that your material is confiscated due to non-compliance with the Human Tissue Act.

Section A

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| --- | --- |
| MTA ref : |   |
| IRAS ref (if applicable) |   |
| Date of favourable ethical approval: |  |
| Date of original ethics expiry: |  |
| REC Ref (if applicable): |   |
| Project / Collection name: |   |
| CI / PI for imported tissue collection: |   |
| Contact email: |   |

Section B

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| --- | --- |
| Are your samples:\* See HTA List of [relevant material.](https://www.hta.gov.uk/sites/default/files/List_of_materials_considered_to_be_relevant_material_under_the_Human_Tissue_Act_2004.pdf) | [ ] Relevant material as defined by the HTA?\*[ ] Non-relevant material?[ ] Both? |
| Material Description: | [ ]  Blood or blood Derivatives[ ] FFPE Blocks[ ] Frozen Blocks[ ] Glass Slides[ ] Other |
| If other, please give details: |  |
| Are the samples: | [ ] From a current ethically approved study.[ ] Part of a collaboration agreement.[ ] Being imported from Scotland.[ ] Being imported from outside the UK.[ ]  Storage by research team as material which is “not relevant” for the purposed of the Human Tissue Act.[ ] Other. |
| If other, please give details: |  |
| Are these arrangements the same as declared in the IRAS form? | [ ] Yes[ ] No[ ] Not applicable (due to outside of the UK) |
| Have your samples been collected from the living or deceased donors? | [ ] Living[ ] Deceased |
| Are your tissue samples related to a clinical trial? | [ ] Yes[ ] No |

Section C

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| Number of samples to be stored | Type of Sample (e.g. whole blood, plasma, biopsy e.t.c) | Relevant Material  |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |
|  |  | [ ] Yes[ ] No |

**PLEASE NOTE THAT LONG TERM STORAGE OF ANY RELEVANT MATERIAL MUST BE IN A HTA LICENSED AREA**

Section D

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| Storage Freezer Location |
| Location of samples:[ ] Glenfield General Hospital (GGH) [ ] Leicester Royal Infirmary (LRI-RKCSB)[ ] Leicester General Hospital (LGH) [ ] University of Leicester - Adrian Building[ ] University of Leicester - Maurice Shock Building[ ] University of Leicester - Henry Welcome Building[ ] University of Leicester - Hodgkin Building[ ] Other |
| If other, please give details: |
| Freezer Asset ID:Does this freezer have a freezer monitoring system:[ ] Yes[ ] No |
| Details of freezer monitoring system: |

Section E

|  |  |
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| Are consent forms available for all of the samples? | [ ] Yes[ ] No |
| Location of the consent forms? |  |
| If you cannot have copies of the consent forms, do you have a blank template of the consent form? | [ ] Yes[ ] No |
| Do you have a full sample log? | [ ] Yes[ ] No |
| If yes, please confirm location of the Sample log: |  |

Section F

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| I confirm that the above information is accurate: |
| CI Name: |   |
| Signed: |  |
| Date: |  |
| Copy sent to Departmental PD PD Name…………………………………………….Department…………………………………………….Date ……………………………………………. |
| Review by Research Governance Office Print Name ……………………………………….Signature ………………………………………….Date …………………………………………….Documents available:[ ] MTA[ ] Patient information sheet[ ] Consent form template[ ] Ethics approval (UK) |

* Please note that cultured cells (after passage 1) and cells lines are not HTA relevant materials.
* For further information regarding the Research Sector, please refer to [Code E](https://www.hta.gov.uk/sites/default/files/Code%20E.pdf) of the HTA codes of practice. The [HTA Standards](https://www.hta.gov.uk/sites/default/files/Code%20E%20Research%20Standards%20and%20Guidance.pdf) is also available. Information on [licensing exemptions](https://www.hta.gov.uk/policies/licensing-exemptions) is also available on the HTA website.
* Please refer to the [Research Governance](https://www2.le.ac.uk/colleges/medbiopsych/research/researchgovernance) website for further information and HTA standard operating procedures.

On completion, please return this to:

 HTAenquiries@le.ac.uk