# Sample Application Form for Procured Material

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 purchase taking place. This will ensure we remain compliant with the Human Tissue Act, 2004. Please submit application forms to HTAenquiries@leicester.ac.uk.

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

Section A: the Procurer (If Commercially Sourced)

|  |  |
| --- | --- |
| Name: |   |
| Department: |   |
| Date: |  |
| Chief / Principle Investigator Name: |  |

Section B: The Supplier (Commercially Sourced Materials)

|  |  |
| --- | --- |
| Organisation: |   |
| Contact Name: |   |
| Contact Number: |  |
| Email Address: |  |
| Address: |   |

Section C: The Supplier (Research Tissue Bank)

|  |  |
| --- | --- |
| RTB Name |   |
| RTB Address: |   |
| RTB Manager Name: |  |
| RTB Manager contact details: |  |
| IRAS No (If applicable): |  |
| REC Ref (if applicable): |   |
| Project / Collection name: |   |

Section D: The Materials

|  |  |
| --- | --- |
| 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[ ] Tissue Sections on slides[ ] Tissue Pieces / Biopsies / Explants[ ] Isolated original human cells [ ] Human excreta /secreta[ ] Other |
| If other, please give details: |  |
| If procured in the UK, are these arrangements the same as declared in the IRAS form? | [ ] Yes[ ] No[ ] Not applicable (due to outside of the UK) |
| If procured outside of the UK, give details of ethical approval from the source country? |  |
| Are the samples collected from the living or deceased donors? | [ ] Living[ ] Deceased |

Section E: Quantity and Types of Samples

|  |  |  |
| --- | --- | --- |
| Number of samples to be obtained and stored: | Type of Sample (e.g. whole blood, plasma, biopsy etc.) | Relevant Material  |
|  |  | [ ] 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 F: Sample Storage

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

|  |
| --- |
| I confirm that the above information is accurate: |
| Researcher Name: |   |
| Signed: |  |
| Date: |  |

|  |
| --- |
| *Review by Research Governance Ethics and Integrity Office* *Print Name ……………………………………….**Signature ………………………………………….**Date …………………………………………….*Documents available:[ ] MTA[ ] Patient information sheet[ ] Consent form template[ ] IRAS[ ] Cost Recovery Price list (if applicable RTB)[ ] Commercially procured. Valid from:……………….Valid to:…………….. |
| *Copy sent to Departmental PD* *PD Name…………………………………………….**Department…………………………………………….**Date …………………………………………….* |

* 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 Ethics and Integrity](https://uniofleicester.sharepoint.com/sites/Research-Governance-Ethics-Integrity) website for further information and HTA standard operating procedures.

On completion, please return this to:

 HTAenquiries@le.ac.uk