# Sample Application Form

All planned activity involving the storage and use of Human Tissue samples under the University’s HTA Research Licence must be notified in advance to the HTA and Monitoring Officer. Please complete all sections of the form, and incomplete information will be request by return email.

## Section A

<table>
<thead>
<tr>
<th>UoL study number</th>
<th></th>
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<tbody>
<tr>
<td>IRAS reference</td>
<td></td>
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<tr>
<td>REC Reference</td>
<td></td>
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<tr>
<td>Study Title</td>
<td></td>
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<tr>
<td>Chief Investigator</td>
<td></td>
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<tr>
<td>Samples manager name</td>
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<tr>
<td>Contact email</td>
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<tr>
<td>Study Completion date</td>
<td></td>
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<tr>
<td>Date EOS declaration form submitted to REC</td>
<td></td>
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</tbody>
</table>

## Section B

Are your samples:  
* See HTA List of relevant material.
- Relevant material as defined by the HTA?*
- Non-relevant material?
- Both?

If non-relevant samples are to be stored, what are these
- DNA
- Plasma
- Serum
- Primary cell cultures
- Supernatants
- Other

If other, please give details:

Are the samples from this project going to be:
- Storage by research team pending ethical approval for use in another project.
- Storage by research team as part of a new research tissue bank.
- Transferred to the UoL Research Licence 12384
- Transferred to an alternative HTA Licence.
- Storage by research team of biological material which is “not relevant” for the purposes of the Human Tissue Act.
- Disposal in accordance with the Human Tissue Code of Practice.
- Other.
- Not yet known.

Are these arrangements the same as declared in the IRAS form?
- Yes
- No

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

Appendix 3 Sample End of Study Sponsor form v5.1 September 2021  
Next Review September 2023

NB: Paper copies of this document may not be the most recent version. The definitive version is held on Research Governance webpages.
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Next Review September 2023

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### Section D

**Long Term 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

Are consent forms available for the samples?
- ☐ Yes
- ☐ No

Location of the consent forms?

Do you have a Sample Storage Log?
- ☐ Yes
- ☐ No

If yes, please confirm location of the Sample log:

Do you have full temperature logs for the duration of the sample storage?
- ☐ Yes
- ☐ No

If no, please give details.

Have there been any temperature excursions or freezer breakdown that may have compromised the integrity of the samples?
- ☐ Yes
- ☐ No

### Section F

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I confirm that the above information is accurate:

<table>
<thead>
<tr>
<th>CI Name:</th>
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<td>Signed:</td>
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<td>Date:</td>
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**Copy sent to Departmental PD**

<table>
<thead>
<tr>
<th>PD Name:</th>
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<tr>
<td>Department:</td>
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**Review by Research Governance Office**

<table>
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<td>Signature:</td>
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- 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 of the HTA codes of practice. The HTA Standards is also available. Information on licensing exemptions is also available on the HTA website.
- Please refer to the Research Governance website for further information.

**On completion, please return this to:**

[HTAenquiries@le.ac.uk](mailto:HTAenquiries@le.ac.uk)