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| **York Tissue Bank application form** |
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| **Author:** | James Fox |
| **Revised by (date)** | Jenny Baker (13/10/23) |
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| **Approved by:** | YTBMG |

**York Tissue Bank (YTB)**

**Standard Operating Procedure (SOP)**

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| **VERSION HISTORY LOG** |
| **Version** | **Date Implemented** | **Details of significant changes** |
| 1.1 | 26-October-2021 | Minor text alterations and addition of NHS logo |
| 1.2 | 11-October-2022 | Review and update version numbers of linked documents |
| 1.3 | 13-October 2023 | Updated version number and minor text changes.  |
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**This SOP will be reviewed every year or if changes are required.**

**IT IS THE RESPONSIBILITY OF ALL USERS OF THIS SOP TO ENSURE THAT THE MOST UP TO DATE VERSION IS BEING USED. Out of date copies must not be used and hard copies should be destroyed.**

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## Introduction, Background and Purpose

The purpose of this SOP is to ensure that applicants wishing to source samples from the York Tissue Bank (YTB) understand the process and their responsibilities. This process is covered by the Human Tissue Act 2004 (HT Act), the Human Tissue Authority’s (HTA) Codes of Practice and the University’s HTA licence for research 12604, it should be read in conjunction with any relevant YTB associated SOPs and the University’s Quality Management System for working under the Human Tissue Authority research licence. York Tissue Bank has been approved by the Health Research Authority (National Research Ethics Service) Leeds East Research Ethics Committee (ref: 20/YH/0126).

## Application Process

This SOP has been written in conjunction with the YTB access policy v3.2. All applications to YTB for available samples are required to complete the application form with sufficient detail to allow the YTB management group (YTBMG) to make a considered review of their application; applications without sufficient detail will be asked for additional information following screening of the form by the tissue bank manager.

The application form requests details on the applicant(s), the applicants’ work and specific details about the nature of the samples they require and any request for associated data that may be held by YTB relating to the samples being requested. All applicants are further required to (1) disclose any previous requests to YTB for samples, (2) demonstrate that their work has been reviewed by a suitable local ethical review board or grant review board and (3) complete a material transfer agreement (MTA).

Once a satisfactorily detailed application form has been received by the tissue bank manager, the full YTBMG or a sub-committee of YTBMG members, where time-pressures or other circumstances deem this necessary, will review the application and correspond with the applicant as to whether the application is successful. Applicants will receive an initial response from the YTB manager within 7 days of their application and will be kept up to date with the progress of their application thereafter.

YTBMG will correspond with the applicant confirming that the samples can be released following the reciprocal signing of an MTA between the University of York and the applicants host institute. YTBMG aim to complete the process with minimal delay.

# Application Form

## 1. APPLICANT DETAILS

A. Principal Investigator:

Institute:

Address:

Phone:

Email:

B. Sample delivery address (if different from above):

C. Will you be working with any collaborators on the project that will also need access to the samples? No: 🞎 Yes: 🞎 provide details:

D. Have you requested samples from YTB previously?

No: 🞎 Yes: 🞎 provide details:

## 2. PROJECT DETAILS

Project title:

Lay summary (suggested maximum of 200 words):

Project aims and hypotheses:

Project details:

Project methodology:

Experience of group undertaking the project:

Please provide details of ethical review and attach details of outcomes:

Project funding details (source, duration etc.):

Proposed date for access to samples:

Project end date:

## 3. SAMPLES REQUESTED

Please provide details (type, number etc.) of the sample(s) that you are requesting access to:

If available, do you require any linked data on the anonymised sample donor from our participant questionnaire?

No: 🞎

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| DOB: 🞎Ethnicity: 🞎Family history: 🞎 | Cancer type: 🞎Occupation: 🞎Alcohol intake: 🞎 | Smoking: 🞎Height: 🞎Weight: 🞎 |

# AGREEMENT BETWEEN APPLICANT AND YORK TISSUE BANK

We agree to abide by the terms set out in the YTB access policy, using samples only for researchers specified in this application form at the specified address(es) supplied in section 1 only for the purposes stated in section 2, project details. We will acknowledge the biobank in publications arising from this work and we agree to discuss authorship where the biobank or members of the biobank provide scientific data for the study.

YTB will establish a time-frame for sample transfer upon approval and will set up the MTA to transfer material to the applicant.

The applicant will cover costs associated with the processing and storage of samples and their shipment to the applicants’ address provided in section 1, where appropriate.

Signed by:

Applicants............................................................................................(date)

YTBMG.......................................................................................................(date)