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Head of Department: Prof Fredrik Karpe

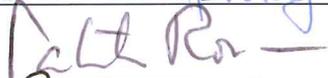
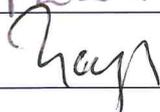
Departmental Safety Officer: Sandy Humphreys

Designated Individual, Biological Safety Officer: Prof Patrik Rorsman

*Persons Designated: Sandy Humphreys (OCDEM)
Stephen Hughes (Islet Lab)*

Staff Exit Procedures and Sample Retention

SOP Number: OCDEM I 16
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	Name	Signature	Date
Author	Sandy Humphreys		08/09/2015
Approved by DI	Patrik Rorsman		13/09/2015
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Update History

Version	Date	Reason for update	Updated/reviewed by :	Date next review due
1.0	Sept 15 2015	New SOP	Author SMH, accepted by DI and HoD	September 2017

1. Introduction

During their time in the department most researchers will accumulate biological material that has been collected using grants given by research councils or charities. This material may be of future use to others within the department and serious consideration must be given to whether or not the material should be retained or disposed of. When the biological material is human and classed as relevant material ownership of the material must be transferred, if consent is in place, for future research; in the majority of cases the ownership will transfer to the Principal Investigator (PI) of the Group.

2. Researcher's Responsibilities

Before leaving OCDEM all researchers must decide which of their accumulated biological material is to be kept within the department; their PI must be provided with an electronic file containing details of all material that is to be retained with the location of all the material. If any material is to be disposed of it must be done so in a sensitive manner ensuring all legislation is complied with.

Any human relevant material as defined by the Human Tissue Authority (HTA) must be dealt with as detailed in section 4.

3. Principal Investigators Responsibilities

It is the responsibility of the PI to ensure they agree with the researcher which material is to be retained and that they are provided with a detailed electronic file of all the material and its location.

If a PI is leaving the department all their biological material must either be disposed of or ownership transferred to another PI if donor consent permits the retention of material for future research. If the material is transferred to another PI an audit trail must be kept and all records transferred. The Designation Individual for OCDEM must be informed of the transfer of ownership and records.

4. Human Material

At the end of a project, all human relevant material samples must be disposed of unless donor consent permits storage for future specified or unspecified research purposes.

Where the project is continuing even though the PI is leaving, an appropriate replacement staff member must be identified to accept ownership of the samples and details of this transfer notified in writing to the DI.

5. Disposal of Material

Where material is disposed of, an audit trail must be kept, including the method of disposal, which must be carried out in a sensitive manner and according to the wishes of the donor if specified.

Further information on disposal of relevant material can be found in [OCDEM SOP I8: Disposal of Human Tissue and Relevant Material \(Research\)](#), which can be found on the staff pages of the OCDEM website in the 'Human Tissue authority' folder and the HTA [Code of Practice 5 -Disposal](#), found on the HTA website under the 'Codes of Practice' section.