

STANDARD OPERATING PROCEDURE

Title:	Biospecimen Access		
Procedure:	BB.007.01	Supersedes:	none
Originator and Date:	Lise Matzke 21OCT2008	Effective Date:	21OCT2008
Review Frequency:	annually	Approved By:	The iCAPTURE Centre Privacy Team
Total Number of Pages: 3			

Revision History		
Date	Reviewer	Summary of revision
20Apr2009	Crystal Leung	Reformatted to iCAPTURE format

Purpose

The iCAPTURE Biobank is responsible for distributing tissues and other materials collected and stored. Access to these materials will be granted to individuals/groups that have attained ethics board review certification and complete the formalized steps in accruing these materials. As tissues and materials are finite and highly valuable, controlled access must be maintained to ensure the tissues are not totally consumed for research purposes and as such, the specific purposes of this Standard Operating Procedure (SOP) include:

- To ensure that the proper tissues are given out to people requesting material.
- To maintain an inventory of tissue stored and location of storage.
- To ensure that tissue is only given to studies which have undergone ethical and scientific merit review.

Responsibilities

This procedure is applicable to:

- Biobank personnel

Safety

It is imperative to use personal protective equipment (PPE) when handling biospecimens for image production purposes. See BB.001.01 (Biohazardous material handling) for further information.

Definitions

Biobank identification number	Unique identifier that links a specific piece of data or sample to a patient in an un-identified form. This includes CR(S) and PRL numbers
Biohazardous materials	Human tissue, cells, body fluids, or culture materials that may contain infectious or other hazardous materials
Biospecimens (wet data)	Any tissue, blood, blood product, urine, DNA or RNA extraction or product.
Dry Data	Data as it exists on paper or in a database. They may include patient data.
Other Materials	Any other product/tangible material that is not covered under the definition of wet or dry data.
SOP	Standard Operating Procedure. Document used to control the methods and requirements by which personnel will perform their activities.

Materials and Equipment

No specific materials or equipment is needed.

Procedures

Once a research group or individual has successfully received ethical approval to conduct research and attain biospecimens from the BCU and has met all requirements to do so with the BCU, the BSC will pull the appropriate biospecimens and give them to the person requesting the tissue. Biospecimens, including microscope slides, are to be given to investigators labeled with the BCU identification number only, unless the ethics board has approved otherwise.

1. Anyone requesting tissue from either the Pulmonary or Cardiovascular Registries must first attend the appropriate group meeting-for Pulmonary tissue they must

attend the Structure and Function meeting, Tuesdays from 1-2:00 PM in the Gourlay; for Cardiovascular tissue, an *ad hoc* meeting will be scheduled.

2. At the meeting they must present the research proposal, including exactly what tissue is required (disease vs normal), how much tissue, what form the tissue must be in (paraffin-embedded, frozen etc; slides for staining or bits for digestion, etc) and the number of subjects required.
3. If permission is granted by the members present at the meeting, then the requester must show that they have ethics approval for the study as well as funding.
4. After all of the paperwork has been completed, the Registrars will pull the appropriate tissues and give them to the person requesting the tissue. Tissue, including microscope slides, that is to be given to investigators will be labeled with the iCAPTURE identification number only, unless the ethics board has approved otherwise.
5. Individuals requesting tissue must also report back to the original meeting any results obtained from the use of the tissues, and if long term study then must present progress reports yearly.

Note: All biospecimens in all forms (slides, vials, tubes etc.) will be identified to third parties by the Biobank ID number, CR(S) or PRL number to ensure specimen anonymity.