



### **Standard Operating Procedure for entering data onto the SHU Human Tissue Log:**

This SOP outlines the procedure for entering the patient/healthy volunteer and sample details of human tissue stored in SHU and the Biorepository on to the Human Tissue Log.

#### **1. Background**

This is an SOP for entering information on human tissue stored at SHU onto a secure database with limited access. This tissue must have either NRES approval, or is acquired from an HTA recognised Tissue Bank, or is a FREC approved study on healthy volunteers.

#### **2. How to get access to the Human Tissue Log**

To get access to the Human Tissue Log please email [humantissue@shu.ac.uk](mailto:humantissue@shu.ac.uk) giving your details including, Name, Faculty, details of the ethics committee approval for the human tissue (including a reference number). You will then be sent a link which will give you access to the relevant part of the Human Tissue Log.

The Human Tissue Log is a Google Sheets document. Please familiarise yourself with Google Sheets if you have not used it before (it is fairly similar to Excel).

Once you are registered you can access the document by logging onto the intranet (<https://staff.shu.ac.uk>) and clicking in the left hand column on *Online tools and email* then *SHU Google Apps*. Please sign in as usual with your username and password (the same you use for logging in to your computer). Alternatively you can log in going to <https://www.google.co.uk/drive>. Click *Go to Google drive* and sign in with your Google login. This has already been set up for every member of staff/student at SHU in the following format: [yourlogin@my.shu.ac.uk](mailto:yourlogin@my.shu.ac.uk), so for example [hwb12@my.shu.ac.uk](mailto:hwb12@my.shu.ac.uk). It is important that you use the [@my.shu.ac.uk](mailto:@my.shu.ac.uk), your [@shu.ac.uk](mailto:@shu.ac.uk) account won't work.

#### **3. Filling in the log**

The form must be filled in with as much detail as possible. If you come across greyed out fields, you do not need to fill in these fields.

You must fill in all columns under Project Details, Sample Details and Patient Info. Sample Disposal and Sample Transfer are only required as and when needed. You will be given a choice of free entry or drop down menus.

**For any issues with entering information on the log, please email [humantissue@shu.ac.uk](mailto:humantissue@shu.ac.uk).**