

ICHTB Database User guide

Contents

Creating a user profile on the ICHTB database.....	2
Section A: Applying to host a Sub Collection	2
Basic information	2
Information on consent materials	3
What are you collecting?	3
Where will the samples be stored?	5
Data and Tracking	6
SOPs and other documents.....	7
Sample access	7
Document Uploads	7
Section B: Adding a donor to the database	8
Adding Donor details	8
Types of consent	9
Adding an operation and assigning a sub-collection to a donor	10
Section C: Adding a sample to a donor.....	11
Adding a single Sample	11
Storage	12
Adding multiple samples.....	13
Section D: Adding an extract to a Sample	13
Extract section.....	14
Storage section	14
Section E: Storage management	15
Adding a new freezer	16
Adding a new box.....	16
Section F: Uploading a file to your sub-collection	17
Section G: Project Applications	19
Apply for access to samples.....	19
Basic Information	21
Source of material required.....	21
Research information.....	23
Project Application.....	23

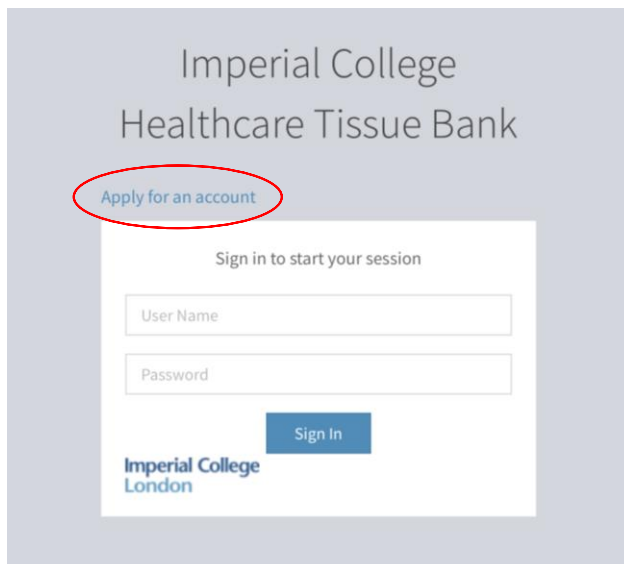
Project Application – Material Transfer Agreement and Project Details	24
Document Upload	24
Section H: Issuing Samples.....	25

Creating a user profile on the ICHTB database

Access to the ICHTB Database is currently restricted to Imperial College London staff members.
<https://ichtb.med.imperial.ac.uk>

Please note the database is only accessible to Imperial College staff and students and can be accessed while on campus or remotely using the IC VPN <https://www.imperial.ac.uk/admin-services/ict/self-service/connect-communicate/remote-access/virtual-private-network-vpn/>.

You can create a user profile by clicking ‘Apply for an account’ and a member of our team will approve your request.



Alternatively, you can email tissuebank@imperial.ac.uk and ask us to create the account for you.

Researchers from other institutions can still request access to samples by emailing tissuebank@imperial.ac.uk

Section A: Applying to host a Sub Collection

Basic information

1. Please give your sub-collection a name

Subcollection Application	
Section A : Basic Information	
<i>Please give your collection a name</i>	
Collection Name	<input type="text" value="Type the name here"/>
PI	<input type="text" value="No User"/> If PI name is not in this list please contact the issue bank
Save	<input type="button" value="Save"/>

2. Use the drop-down choices in the PI box to select the name of the Principal Investigator. This must be someone with an Imperial College London contract - either substantive or honorary.

When you are finished click **Save**.

[Information on consent materials](#)

Use the drop-down menu to select type of consent being used:

Subcollection Application	
Section B : Information on consent materials and REC/HRA approvals	
<i>Use the drop down menu to select type of consent form used to consent patients</i>	
Consent Type	<input type="text" value="Generic consent using ICHT consent for procedure form"/>
Do you have project specific REC/HRA approval for your collection?	<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> Generic consent using ICHT consent for procedure form <li style="background-color: #007bff; color: white;">Generic consent using ICHT consent for procedure form Generic consent using ICHT extra sample consent form Consent registered via the Trust App Project specific REC/HRA approved consent form Healthy Donor Consent Form Recurrent Miscarriage and Fertility Clinics Consent Form Trophoblast and Germ Cell Tumour Tissue Bank St Marks NHS consent form Chelsea and Westminster NHS consent form Consent obtained outside the UK Consent obtained at another UK institution </div>

[What are you collecting?](#)

1. Please tell us the SNOMED term for the condition you are studying.

	Subcollection Application
	Section C : What are you collecting?
Disease Studied (type a few characters and select from list of SNOMED terms)*	<input type="text" value="Begin SNOMED term here"/>

2. Use the drop-down menu to select where your samples will be coming from.

Where will your samples come from?	<ul style="list-style-type: none"> Patients undergoing surgery at ICHT <li style="background-color: #0070C0; color: white;">Patients undergoing surgery at ICHT Patients undergoing another procedure at ICHT Patients attending St Marks Hospital Patients attending Chelsea and Westminster Hospital Patients attending another hospital in the UK Healthy volunteers I am importing samples from another institute in the UK I am importing samples from abroad
---	---

3. What type of samples are you collecting? Tick all that apply.

Sample Type(s) * <i>tick all that apply</i>	Fluid	Saliva <i>taken preoperatively</i>	<input checked="" type="checkbox"/>
	Tissue	fresh/frozen <i>tissue taken directly from the patient at the time of surgery</i>	<input type="checkbox"/>
	Tissue	fresh/frozen <i>tissue taken at time of surgery via histopathology</i>	<input type="checkbox"/>
	Tissue	fresh/frozen <i>biopsy sample</i>	<input type="checkbox"/>
	Tissue	biopsy sample processed to FFPE	<input type="checkbox"/>
	Tissue	Formalin fixed paraffin embedded material <i>extra to the biopsy sample</i>	<input type="checkbox"/>
	Cells	Cytology specimen	<input type="checkbox"/>
	Fluid	Breast Milk	<input type="checkbox"/>

4. When are you collecting your samples and are they extra samples?

Sample Collection	Are these samples taken at the same time as other similar samples are for diagnosis? Yes <input checked="" type="radio"/> No <input type="radio"/> Both <input type="radio"/>
Extra Samples *	Please give details of extra samples taken and at what stage of the patient's treatment pathway <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Some text is needed here. If there are no extra samples please enter N/A</div>
Note	Our REC/HRA approval covers us only for samples that are taken at the same time as a diagnostic sample is being taken, with the exception of non-invasive samples e.g. urine, sweat, saliva, breath and stool. You will need project specific REC/HRA approval if you wish to take samples from patients at other time points.

- Please enter an estimated accrual rate for your samples to give us an idea of how large your sub-collection is likely to be. In this case select ongoing from the drop-down menu. If you are importing a sub-collection from another Institute or from abroad use complete.

Collection Status	Not Started or Ongoing		
Collection Rate*	Estimated Number of Samples <input type="text"/>	Estimated Number of Patients <input type="text"/>	Collection Rate <input type="text"/> per week
Save	<input type="button" value="Save"/>		

Where will the samples be stored?

- Please select the Campus your sub-collection will be based at.

Subcollection Application	
Section D :Location	
Hospital *	Charing Cross Hospital Campus
Building *	Charing Cross Hospital Campus
Room *	Chelsea & Westminster Campus Hammersmith Hospital Campus South Kensington Campus St Marks St Mary's Hospital Campus
Freezer Cabinet	Westminster Coroners Court Westminster Public Mortuary White City/Wood Lane campus
Container	
Save	<input type="button" value="Save"/>

- Complete the full location details for this sub-collection.

	Subcollection Application
	Section D :Location
Hospital *	<input type="text"/>
Building *	<input type="text"/>
Room *	<input type="text"/>
Freezer Cabinet	<input type="text"/>
Container	<input type="text"/>
Save	<input type="button" value="Save"/>

Data and Tracking

1. The Tissue Bank provides a tracking database that you must use. Please select I will use the Tissue Bank Database to track my samples from the drop-down menu.

Sample Data	<input type="text" value="I will use the Tissue Bank Database to track my samples"/>
--------------------	--

2. Please tell us (yes or no) whether you are further annotating your samples by collecting clinical data from your donors

Clinical Data Collection	<input type="text"/>
---------------------------------	----------------------

3. Tell us where you will be storing the Consent Forms. Please select the correct information from the drop-down menus and complete all the fields.

	Where do you keep your signed consent forms?
Cabinet *	<input type="text"/>
Room *	<input type="text"/>
Building *	<input type="text"/>
Campus *	<input type="text" value="Charing Cross Hospital Campus"/>
Save	<input type="button" value="Save"/>

SOPs and other documents

Please tell us if you will use the Tissue Bank provided SOPs or your own SOPs

Procedure	SOP Used
procedure for obtaining and documenting donor consent and receipt of samples	ICHTB SOP
procedure for the disposal of samples	ICHTB SOP
procedure for the transport of samples (into storage and from storage)	ICHTB SOP
procedure for cleaning and decontamination	ICHTB SOP
procedure for managing abnormal changes in storage temperatures	ICHTB SOP
procedure for reporting adverse events to the Designated Individual	ICHTB SOP
Save	Save

Sample access

Please select from the drop-down menu who can have access to your sub-collection.

Please select the scenario from the drop down menu that best describes your sub-collection and provide any other information e.g. who can be contacted for more details etc.	
Access	
Restrictions	<div style="border: 1px solid black; padding: 5px;"><p>Access allowed - processed material only</p><p>Access allowed - processed material only</p><p>Access allowed - tissue samples and processed material</p><p>Access allowed - tissue samples only</p><p>No access to external researchers</p></div>
Additional Notes	
Save	Save

Document Uploads

1. If you have selected to use your own SOPs, you will be asked to upload them here.
2. If you have project specific REC/HRA approval you will be asked to upload:
 - a. your REC/HRA approval letter
 - b. the relevant patient information sheets and a blank copy of the consent form
 - c. the protocol for your study

- For samples from other institutions or abroad confirmation the samples have been obtained within the Laws and Ethics of the country of origin, and upload a Material Transfer Agreement must be uploaded.

Subcollection Application	
Section H : Document Uploads	
All documents required have now been submitted. Once you submit your application by pressing the button below you will not be able to change any information.	
Check this box to confirm you have the relevant procedures in place for the registration and risk assessment of work with the Biological Materials in this Sub-collection (the Bio1 assessment applicable to IC staff and students only).	<input checked="" type="checkbox"/>
Make Subcollection Application	

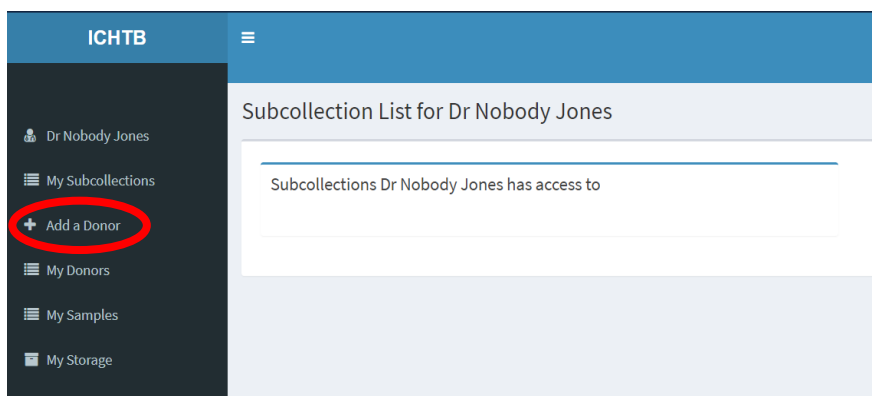
You are now ready to Click Make subcollection Application.

This will send the form to the Tissue Bank for approval. If you have any questions please email tissuebank@imperial.ac.uk.

Section B: Adding a donor to the database

Adding Donor details

To add a donor to your sub-collection, click on add donor, which is on the left hand side.



Donor ID: This is the unique ID given to the patient to anonymise them. This is separate to the ID given to this patient sample ID.

Fill in fields of gender and D.O.B

There is a drop down list of races, select the one you require. If you do not wish to fill in the race field you can select the option of unknown or not stated

Consent:

Date- must be the same date as written on the consent form.

Information sheet – This is normally stated on the front of the leaflet. If the patient was consented electronically it is currently V7. If you are unsure as to what information sheet should be or may have been used please contact the Tissue Bank

Types of consent

Regarding the consent form there are a few options. If you have consented your donor electrically select “Electronic consent: Concentric”. This allows you to collect extra samples and leftover tissue from diagnosis.

If you have consented your donor by paper make sure you have used the appropriate forms. If you have used “Patient agreement to investigation or treatment: Use of tissue & fluid samples for teaching and research” this means you may only use samples leftover from the surgery as long as the samples is deemed as non-essential to diagnosis.

“Patient agreement to Provision of extra samples” means you can only use samples taken at the time of the procedure or prior to the procedure e.g. Bloods & Biopsies.

If you are unsure what type of consent may be best for your use, please contact the Tissue Bank.

Please select the name of the consenter from the drop-down list. If you cannot find the name of the person who consented the donor in the drop down list, please tick “See the paper copy” box if you would like you add a name to the drop down list of consenter please contact the Tissue bank

See the paper copy of the consent form for the consenter name	<input type="checkbox"/>
Consent Taken By	No User
Save	Save

Adding an operation and assigning a sub-collection to a donor
Click “add operation”, this will open another page.

ICHTB

Donor :: KJ_T_1

Details for KJ_T_1

ID	KJ_T_1
DOB	1st Jan 1910
Sex	Female
Race	British
Added By	Dr Nobody Jones

Subcollection(s)

Samples not assigned to an operation (0)

Add Operation | Samples XLS

Samples not assigned to an operation (0)

Samples

Add Single Sample | Add Multiple Samples.

The following page is where you can add the details of the operation/procedure the donor has undergone.

In this Example the donor is called KJ_T_1. On this page you can add the hospital where the procedure has taken place, the type of procedure e.g. resection of prostate and the time and date. The field called sub-collection is a drop-down menu of all the sub-collection you have access to. If you cannot see the sub-collection you wish to add this donor into, contact the tissue bank.

☰

Add Operation to :: KJ_T_1

Add Operation

Hospital

Surgical Procedure

Site

Date

Day	Month	Year
-	-	-

Excision Time

HH	MM	SS
12	00	00

Procedure Time

HH	MM	SS
12	00	00

Clinical Summary

Subcollection

Add Histology Information

Histology Number

Consent

Diagnosis

Notes

Other Information

Section C: Adding a sample to a donor

There are 2 ways to add samples associated with this donor. Add Single Sample or Add Multiple Samples.

ICHTB ☰

Donor :: KJ_T_1

✎ Edit Donor

👤 KJ_T_1

⚠ Delete Donor

⚠ Delete Samples And Extracts

Details for KJ_T_1

Details [Subcollection\(s\)](#)

ID	KJ_T_1
DOB	1st Jan 1910
Sex	Female
Race	British
Added By	Dr Nobody Jones

Samples not assigned to an operation (0)

[Add Operation](#) | [Samples XLS](#)

Samples not assigned to an operation (0)

Samples

[Add Single Sample](#) | [Add Multiple Samples.](#)

Adding a single Sample

1. Name: When naming the sample, it can differ to the donor name.
2. Operation: If the operation was added when adding the sample, it will be prefilled here. If not, you will need to go back to the add operation page.

3. Type: this refers to how the sample has been processed e.g. frozen normal tissue or whole blood.
4. Site refers to the site in the body e.g. brain. If the specific site is not listed just write the specific site in the notes field.
5. Pathology category is optional.
6. Sub-collection: Like the operation field this should be prefilled. However, you can change this, as it is a drop down menu.

Add Sample

Name	<input type="text"/>						
Operation	<input type="text"/>						
Type	<input type="text" value="frozen tumour tissue"/>						
Date	<table border="1"> <thead> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="01"/></td> <td><input type="text" value="01"/></td> <td><input type="text" value="1980"/></td> </tr> </tbody> </table>	Day	Month	Year	<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="1980"/>
Day	Month	Year					
<input type="text" value="01"/>	<input type="text" value="01"/>	<input type="text" value="1980"/>					
Site	<input type="text" value="Any Site .."/>						
Aliquot Volume (if fluid)	<input type="text"/> <input type="text" value="ml"/>						
Pathology Category	<input type="text"/>						
Subcollection	<input type="text"/>						
Notes	<input type="text"/>						

Storage

1. Box- This refers to the container the sample has been placed in and what freezer/ storage location it may be in.
2. Position- This refers to the position of the sample within the storage box.

If these drop-down menus are empty you can add the box and locations from a tab on your home page called "My storage".

Storage

Box	<input type="text" value="Unassigned"/>
Position	<input type="text" value="Unassigned"/>

Adding multiple samples

On the Donor page, choose the option “Add Multiple Samples” it will take you to the page pictured below.

To add 2 or more samples e.g. multiple unstained slides, you will need to select the number you require in the field named “Number to add”.

Then add your sample ID prefix, do not number the sample ID e.g. slide 1. The database will do this for you.

The start number means that if you are adding samples to an ID prefix already in use you can add more of that sample starting with the next number in sequence.

After this section adding multiple samples has the same process as adding a single sample.

Add Multiple Samples

Add Sample

Number to Add

Sample ID Prefix

Start Number

Section D: Adding an extract to a Sample

To add an extract, you will need to find the sample to which you want to add this extract to (the parent sample). If you are unsure of how to find your sample, please see the issuing samples section.

Sample :: KJ_T_S1

Details for KJ_T_S1

ID	KJ_T_S1
Donor	KJ_T_1
Subcollection	Clinical trial of HIV vaccine combinations in healthy men and women
Subcollection	A04 SA 17 004

Extracts

Add Extract to KJ_T_S1 | Add Multiple Extracts

Once you have found the sample click on add Extract.

Extract section

Name:

This can be related to the extract e.g. KJ_T_S1_DNA.

Remove parent sample from storage:

This means that you can dispose of the sample the extract has come from. For example once you have extracted DNA from a blood sample and have no use of the rest of the blood sample you can tick the "Remove parent sample from storage". This then lets you dispose of the blood sample.

Type:

Refers to the type of extract e.g. DNA, RNA, Serum, Plasma etc.

Aliquot volume / Aliquot concentration:

These are optional fields.

Fill in **date** and **time** field.

Volume remaining:

This should be filled in if you are not disposing of the parent sample.

Notes:

This is a free text field.

Storage section

Box:

This refers to the box and freezer in which the extract is being stored in.

Position:

This refers to the position of the extract within the box.

To issue an extract please follow the steps in the issuing samples section of the guide.

Add Sample Extract to KJ_T_S1

Add New Extract

Parent Sample	KJ_T_S1		
Name	KJ_T_S1		
Remove Parent Sample from Storage?	<input type="checkbox"/>		
Type	DNA		
Aliquot Volume	<input type="text"/> ul		
Aliquot Concentration	<input type="text"/> ng/ul		
Date	Day	Month	Year
	-	-	-
Time	HH	MM	SS
	12	00	00
Volume Remaining	<input type="text"/> ul		

Notes	<input type="text"/>		
Storage			
Box	Unassigned		
Position	Unassigned		
Issue Details			
Status	In Stock		
Issued to	No User		
Date Issued	Day	Month	Year
	-	-	2021
Project	<input type="text"/>		
Save	Save		

Section E: Storage management

Click on “my storage” to manage your freezers and location of boxes.

The screenshot shows the ICHTB interface. On the left is a dark sidebar with a menu. The 'My Storage' option is circled in red. The main content area is titled 'Subcollection List for Dr Nobody Jones'. Below the title is a box containing the text 'Subcollections Dr Nobody Jones has access to'. There is a 'Show 50 entries' dropdown and a 'Search:' input field. Below this is a table with the following data:

Ref	Name	PI	Status
AD4_SA_17_004	Clinical trial of HIV vaccine combinations in heal ...	Dr Nobody Jones	Live

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

Once you click on “my storage” you will be taken to this page. Here you can add new freezers and boxes.

The screenshot shows the 'Storage Available for Dr Nobody Jones' page. The left sidebar is partially visible. The main content area has a title 'Storage Available for Dr Nobody Jones'. There are four main sections:

- Freezers you added:** Contains a red-circled button 'Add a new freezer' and the text 'No freezers returned'.
- Boxes you added:** Contains a red-circled button 'Add a new box' and the text 'No boxes returned'.
- Freezers added by other users in same subcollections as you:** Contains the text 'No freezers returned'.
- Boxes added by other users in same subcollections as you:** Contains the text 'No boxes returned'.

Adding a new freezer

Name:

This refers to what you will call the freezer. It is a good idea to name it according to the location e.g. Test freezer 1_2nd floor lab_block_CXH.

User:

This would be yourself.

Room:

Where is the freezer physically located?

Add the location of the building and/or hospital.

Add New Freezer

Details for

	New Freezer
Name	<input type="text"/>
User	No User
Room	<input type="text"/>
Building	No Building
Hospital	No Hospital
Save	<input type="button" value="Save"/>

Adding a new box

Name:

You should name the box something related to your sub-collection and/or project.

User:

This would be yourself.

Shelf / column / Row:

This refers to how the freezer is organised see the image below as a reference

Freezer:

What freezer have you placed this box into.

Add New Box

Details for

	New Box
Name	<input type="text"/>
User	No User
Shelf	<input type="text"/>
Column	<input type="text"/>
Row	<input type="text"/>
Freezer	No Freezer
Save	<input type="button" value="Save"/>

Example of freezer organisation:

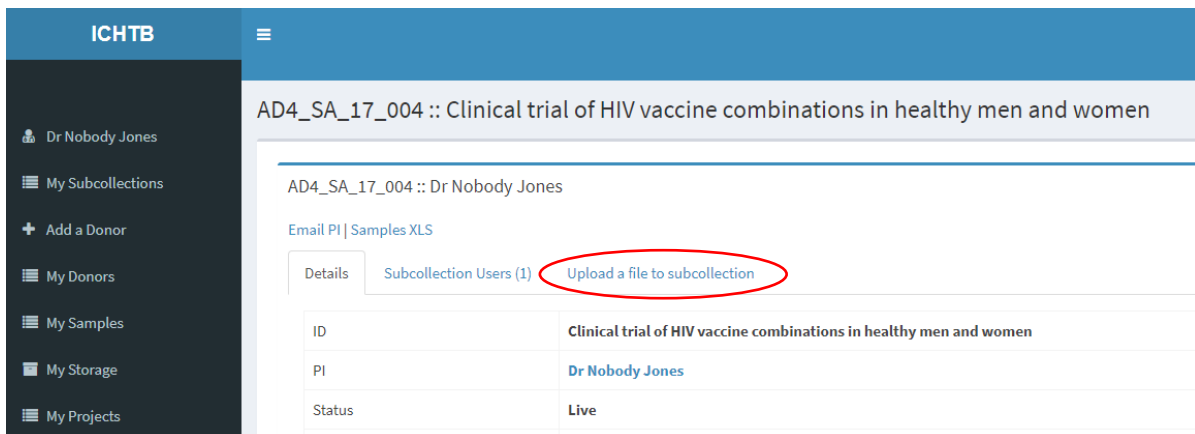


Section F: Uploading a file to your sub-collection

Your homepage will open on list of sub-collections you have access to.

1. Click on the sub-collection you wish to upload files to. Please note you can only upload files to that sub-collection if you are the principle investigator (PI) of the sub-collection.

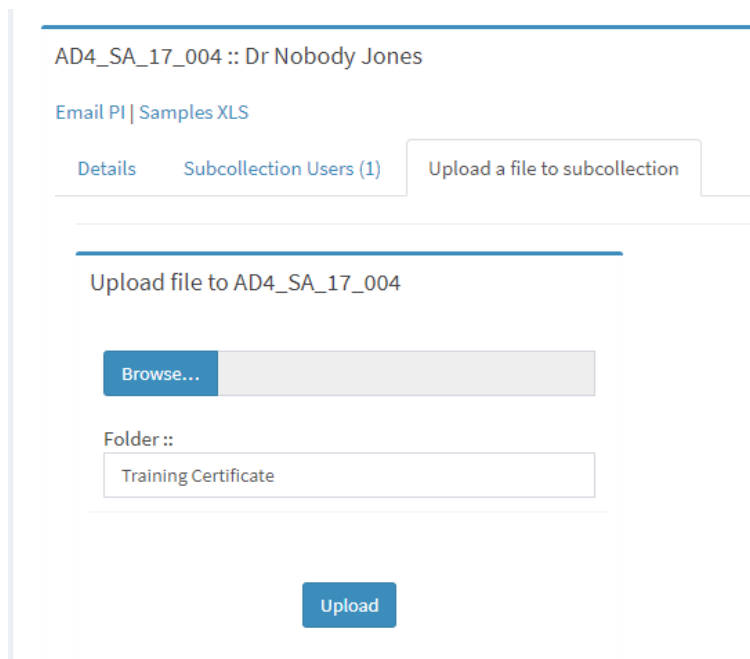
2. Click on the “upload a file to sub-collection”



The screenshot shows the ICHTB user interface. On the left is a dark sidebar with navigation options: 'Dr Nobody Jones', 'My Subcollections', 'Add a Donor', 'My Donors', 'My Samples', 'My Storage', and 'My Projects'. The main content area has a header 'AD4_SA_17_004 :: Clinical trial of HIV vaccine combinations in healthy men and women'. Below this, there's a sub-header 'AD4_SA_17_004 :: Dr Nobody Jones' and a link 'Email PI | Samples XLS'. A tabbed interface shows 'Details', 'Subcollection Users (1)', and 'Upload a file to subcollection'. The 'Upload a file to subcollection' tab is highlighted with a red circle. Below the tabs is a table with the following data:

ID	Clinical trial of HIV vaccine combinations in healthy men and women
PI	Dr Nobody Jones
Status	Live

3. Click on browse and find the file you wish to upload. Select it.
4. In the folder drop down list, select which category this file belongs to.
5. Click upload, the file has now been uploaded.

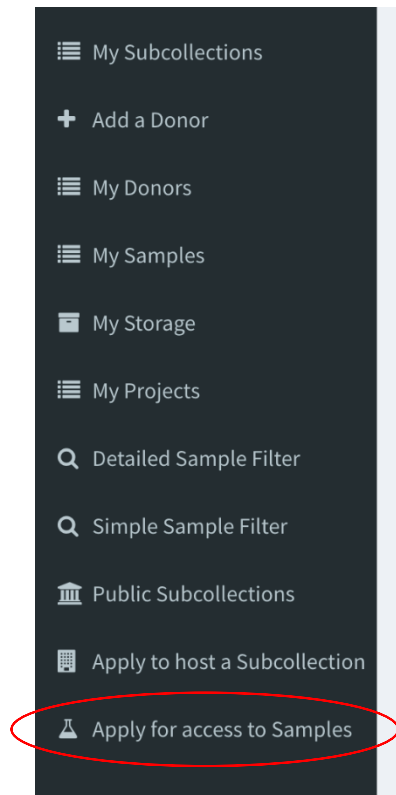


The screenshot shows a dialog box titled 'Upload file to AD4_SA_17_004'. At the top, it says 'AD4_SA_17_004 :: Dr Nobody Jones' and 'Email PI | Samples XLS'. There are three tabs: 'Details', 'Subcollection Users (1)', and 'Upload a file to subcollection'. The 'Upload a file to subcollection' tab is active. Below the tabs, there is a 'Browse...' button. Underneath, there is a 'Folder ::' label and a text input field containing 'Training Certificate'. At the bottom center, there is an 'Upload' button.

Section G: Project Applications

Apply for access to samples

Once your profile has been created, you can start your application to access samples.



Click on the option “Apply for access to samples”.

Please ensure you know where your requested samples are coming from before applying.

- If you are interested in a rare disease or tissue type or seeking a very large number of samples, please contact us in advance to ensure we have it.
- If you are applying for access to samples from one or more sub-collections, you must **first** receive permission from the **sub-collection PI**. As soon as you submit your application the subcollection PI will be notified to grant their permission.

Once you click on 'Apply for access to Samples' you will see the following message on your screen:

ICHTB Message

IMPERIAL COLLEGE HEALTHCARE NHS TRUST TISSUE BANK APPLICATION FOR ACCESS TO SAMPLES

This application is intended for the use and processing of samples utilized by the laboratory and/or personnel that fall under the supervision of the Principal Investigator listed in the application.

The information requested in these forms is necessary in order to document correctly your request for tissue and other services and to ensure that the Imperial College Healthcare Tissue Bank (ICHTB) operates within the guidelines of the Human Tissue Authority and its REC approval.

Patient identity is confidential. Samples will be coded and supplied with a minimum data set. Under no circumstances must a researcher attempt to re-identify an individual patient.

ICHTB is authorized by the REC3 Wales to release samples to researchers whose projects have been approved by way of this application procedure. Researchers receiving samples from ICHTB are NOT required to have approval from REC for the use of these samples as samples will be provided anonymously with only the minimum data set. However, researchers must satisfy the Application Review Panel of the ICHTB that the project they submit is both ethically and scientifically valid. IF researchers are already in possession of REC approval for their projects, a copy of the REC letter should be supplied with the application. Researchers are advised that it is their responsibility to ensure that they comply with the Human Tissue Act or other appropriate laws that cover the use of human material in research. An HTA licence is NOT needed to store tissue sourced from ICHTB for an approved project that is subject to a signed Material and Data Transfer Agreement (MDTA).

The applicant agrees by signing the MDTA that the samples issued to his/her project will only be used for the specified project by the PI or those supervised by him/her in the PI's laboratories or those listed in the project description, and will not undertake the research until provided with a letter of approval from the Tissue Bank.

If the applicant wishes to make any changes to the proposed use of the samples or transfer samples or derivatives of them to third parties, the following will be required:

- An amendment to the original project description provided in both a 'track change' and clean version. This should include an explanation of the need to transfer the materials and benefit to the investigator's research
- A copy of the ICHTB MDTA signed by the third party

The research work should not commence until the PI is in receipt of a letter of approval from the Tissue Bank.

The ICHTB does not supply samples to banks solely for distribution to third party researchers; those researchers should be encouraged to apply to the ICHTB directly.

For additional information please contact the ICHTB Secretariat on 0203-311-7173 or email tissuebank@imperial.ac.uk

Close

tics Data Science Group

Read this and click Close to start filling out your application:

Basic Information

The screenshot shows the ICHTB web interface. On the left is a dark sidebar with navigation options: Dr Nobody Jones, My Subcollections, Add a Donor, My Donors, My Samples, My Storage, My Projects, Detailed Sample Filter, Simple Sample Filter, Public Subcollections, Apply to host a Subcollection, and Pending Projects (1). The main content area is titled 'Apply to use Samples' and contains a form for 'Project Application (apply for access to samples)'. The form has a section 'Section I : Basic Information' with a prompt 'Please give your project a name'. The fields are: Project Name (Test), PI (Jones, Dr Nobody), Contact Name (if not PI) (empty), Contact Tel (if not PI) (empty), and Contact Email (if not PI) (empty). A 'Save' button is located at the bottom right of the form.

Source of material required

Select the type of samples you want to apply for. Hovering over the various options will provide further information about the samples.

Apply to use Samples

Project Application		
Section II : SOURCE OF MATERIAL REQUIRED		
Where will your samples come from? <i>mouseover for description</i>	Main Surgical Tissue Bank <input checked="" type="checkbox"/>	Diagnostic Archive <input type="checkbox"/>
		Registered Subcollection(s) <input type="checkbox"/>
Save	Save	

The Main surgical tissue bank contains only samples that have been given to the tissue bank by the histology department at Charing Cross Hospital. The tissue is received from consenting patients who have had surgery. The Tissue bank holds both FFPE blocks and Frozen Tissue.

If you need to access specimens from the Diagnostic Archive, you need to provide the name a collaborating Histopathologist for your application to be considered.

Apply to use Samples

Project Application		
Section II : SOURCE OF MATERIAL REQUIRED		
Where will your samples come from? <i>mouseover for description</i>	Main Surgical Tissue Bank <input type="checkbox"/>	Diagnostic Archive <input checked="" type="checkbox"/>
		Registered Subcollection(s) <input type="checkbox"/>
Histopathologist	<input type="text"/>	
Save	Save	

If you need to access specimens from a Registered Sub-Collection you need to provide the name of the Sub-Collection PI.

Please note that you need to contact the Sub-Collection PI before starting your application to get their permission.

Apply to use Samples

Project Application		
Section II : SOURCE OF MATERIAL REQUIRED		
Where will your samples come from? <i>mouseover for description</i>	Main Surgical Tissue Bank <input type="checkbox"/>	Diagnostic Archive <input type="checkbox"/>
		Registered Subcollection(s) <input checked="" type="checkbox"/>
Subcollection PI	<input type="text" value="No User"/>	
Selected Subcollections		
Save	Save	

Research information

Apply to use Samples

Section III : Research Information							
Funder	Unknown						
Period of Support and approximate amount	X						
Approximate start date	<table border="1"> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> <tr> <td>01</td> <td>01</td> <td>2021</td> </tr> </table>	Day	Month	Year	01	01	2021
Day	Month	Year					
01	01	2021					
Approximate end date	<table border="1"> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> <tr> <td>01</td> <td>01</td> <td>2022</td> </tr> </table>	Day	Month	Year	01	01	2022
Day	Month	Year					
01	01	2022					
Please provide a short lay summary (max 200 words) of the intended research. Please note, this information will be used in ICHTB reports to funders, NRES, in the public Annual Report and on the ICHTB website so only include information that is not commercially sensitive.	test application						
Has your project received individual project specific Ethics approval?	N						
Save	Save						

Project Application

Section IV : Project Application																																													
<p>ICTHB is able to provide you with processed material (e.g. FFPE sections, extracted DNA/RNA from frozen or FFPE material or DNA from blood samples). These are provided on a fee for service basis - for information on costs please contact tissuebank@imperial.ac.uk Please note that ICHTB does normally not release FFPE blocks from the diagnostic archive - sections or DNA/RNA derived from FFPE sections are provided.</p>																																													
<p>Please specify the numbers of each of the sample types listed below that you require. You must justify the numbers you wish to use in your project description which you will need to upload at the end. Where you wish to access an FFPE block please give the name of the histopathologist involved in your study in the project application (next section).</p>																																													
Sample Type(s) * <i>tick all that apply</i>	<table border="1"> <thead> <tr> <th>Type</th> <th>Collection Method</th> <th></th> <th>Number Required</th> </tr> </thead> <tbody> <tr> <td>Fluid</td> <td>Plasma</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fluid</td> <td>Saliva</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tissue</td> <td>Fresh or snap frozen material from the operative specimen</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fluid</td> <td>Serum</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tissue</td> <td>Whole Blood</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fluid</td> <td>Other bodily fluid</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tissue</td> <td>fresh/frozen</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tissue</td> <td>fresh/frozen</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tissue</td> <td>fresh/frozen</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fluid</td> <td>Breath</td> <td><input type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Type	Collection Method		Number Required	Fluid	Plasma	<input type="checkbox"/>	<input type="text"/>	Fluid	Saliva	<input type="checkbox"/>	<input type="text"/>	Tissue	Fresh or snap frozen material from the operative specimen	<input type="checkbox"/>	<input type="text"/>	Fluid	Serum	<input type="checkbox"/>	<input type="text"/>	Tissue	Whole Blood	<input type="checkbox"/>	<input type="text"/>	Fluid	Other bodily fluid	<input type="checkbox"/>	<input type="text"/>	Tissue	fresh/frozen	<input type="checkbox"/>	<input type="text"/>	Tissue	fresh/frozen	<input type="checkbox"/>	<input type="text"/>	Tissue	fresh/frozen	<input type="checkbox"/>	<input type="text"/>	Fluid	Breath	<input type="checkbox"/>	<input type="text"/>
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Fluid	Breath	<input type="checkbox"/>	<input type="text"/>																																										

Fluid	Sweat	<input type="checkbox"/>	<input type="text"/>
Fluid	Stool	<input type="checkbox"/>	<input type="text"/>
Tissue	FFPE Block	<input type="checkbox"/>	<input type="text"/>
Tissue	FFPE section slides	<input type="checkbox"/>	<input type="text"/>
Tissue	FFPE section rolls	<input type="checkbox"/>	<input type="text"/>
Tissue	Frozen block	<input type="checkbox"/>	<input type="text"/>
Tissue	Frozen sections	<input type="checkbox"/>	<input type="text"/>
Tissue	DNA from FFPE	<input type="checkbox"/>	<input type="text"/>
Tissue	RNA from FFPE	<input type="checkbox"/>	<input type="text"/>
Tissue	DNA from frozen block	<input type="checkbox"/>	<input type="text"/>
Tissue	RNA from frozen block	<input type="checkbox"/>	<input type="text"/>
Tissue	Bone Marrow	<input type="checkbox"/>	<input type="text"/>

Save

Project Application – Material Transfer Agreement and Project Details

At the last page of the online form, the system will automatically generate a Project Description form (doc) and an MTA form. Download the Project Application Form and fill this in.

Apply to use Samples

Section V : Project Application - Material Transfer Agreement and Project Details	
Please give details of your project on the project application form. You will be asked to upload this form before submitting your application.	Download Project Application Form
Download your material transfer agreement here. You must sign this, scan it and upload it to the system to proceed.	Download MTA

[Continue](#)

Click on Continue

Document Upload

Please upload your completed Project Description Form and signed MTA. Check the box to confirm you have all relevant procedures in place and click on 'Make Project Application'.

If you need to, **review** your Application as once it is submitted you will **not** be able to change any information.

Apply to use Samples

Project Application

Section V : Document Uploads

Submitted Files (2)

File Name	Folder	
Test.pdf	General	Del
Test.pdf	General	Del

All documents required have now been submitted. Once you submit your application by pressing the button below you will not be able to change any information.

Check this box to confirm you have the relevant procedures in place for the registration and risk assessment of work with the Biological Materials in this Sub-collection (the Bio1 assessment applicable to IC staff and students only). ←

Make Project Application

[Review Application](#)

Once an application is submitted via the online database (TB-SOP-005SI), the application will be submitted for review and samples can be accessed when approved.

Please note that the review process may take up to 4 weeks. Also depending on sample location, it may take some time for us to retrieve and issue them.

If you have any questions or issues with the application process, please do not hesitate to [contact us](#).

Section H: Issuing Samples

To issue a sample you must first find the sample you wish you issue. Click on “My samples”.

ICHTB

Subcollection List for Dr Nobody Jones

Subcollections Dr Nobody Jones has access to

Show 50 entries Search:

Ref	Name	PI	Status
AD4_SA_17_004	Clinical trial of HIV vaccine combinations in heal	Dr Nobody Jones	Live

Showing 1 to 1 of 1 entries Previous 1 Next

My Subcollections

Add a Donor

My Donors

My Samples

My Storage

My Projects

Detailed Sample Filter

Simple Sample Filter

In the example we are going to issue the first sample. Click on the sample.

Sample List for Dr Nobody Jones

Samples added to your subcollections

Show entries

Search:

Date	Name	Donor	Subcollection
1st Jan 1980	KJ_T_S1	KJ_T_1	AD4_SA_17_004
1st Jan 1980	KJ_T_MS_1	KJ_T_1	AD4_SA_17_004
1st Jan 1980	KJ_T_MS_2	KJ_T_1	AD4_SA_17_004
1st Jan 1980	KJ_T_MS_3	KJ_T_1	AD4_SA_17_004
1st Jan 1980	KJ_T_MS_4	KJ_T_1	AD4_SA_17_004
1st Jan 1980	KJ_T_MS_5	KJ_T_1	AD4_SA_17_004

Showing 1 to 6 of 6 entries

Previous Next

If you have a lot of samples, you can use the search function to speed up your search.

Now click on edit sample:

Sample :: KJ_T_S1

Details for KJ_T_S1

ID	KJ_T_S1
Donor	KJ_T_1
Subcollection	Clinical trial of HIV vaccine combinations in healthy men and women
Subcollection Registration	AD4_SA_17_004

To issue this sample, follow the steps below:

1. Change the status from “in stock” to “issued”
2. Select the PI of the project from a dropdown list.

3. Enter the date issued.
4. Select the project "R" reference number.
5. Save the details.

Issue Details

Status	<input type="text" value="In Stock"/>						
Issued to	<input type="text" value="No User"/>						
Date Issued	<table><thead><tr><th>Day</th><th>Month</th><th>Year</th></tr></thead><tbody><tr><td><input type="text" value="-"/></td><td><input type="text" value="-"/></td><td><input type="text" value="2021"/></td></tr></tbody></table>	Day	Month	Year	<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="2021"/>
Day	Month	Year					
<input type="text" value="-"/>	<input type="text" value="-"/>	<input type="text" value="2021"/>					
Project	<input type="text"/>						
Save	<input type="button" value="Save"/>						