ICHTB Database User guide

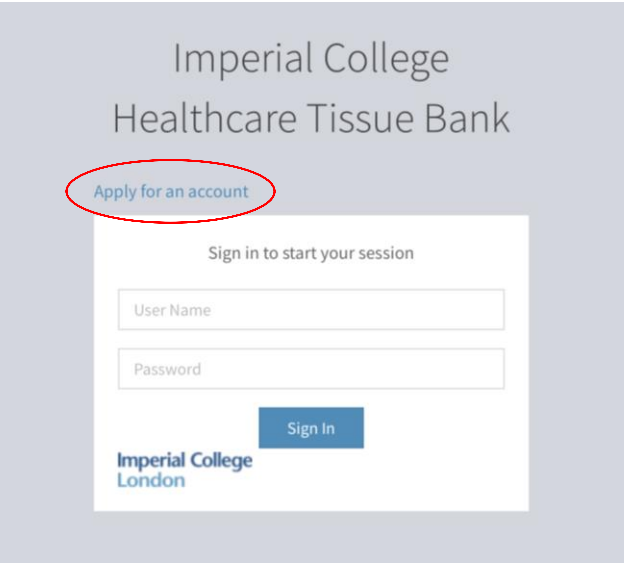
Contents

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.



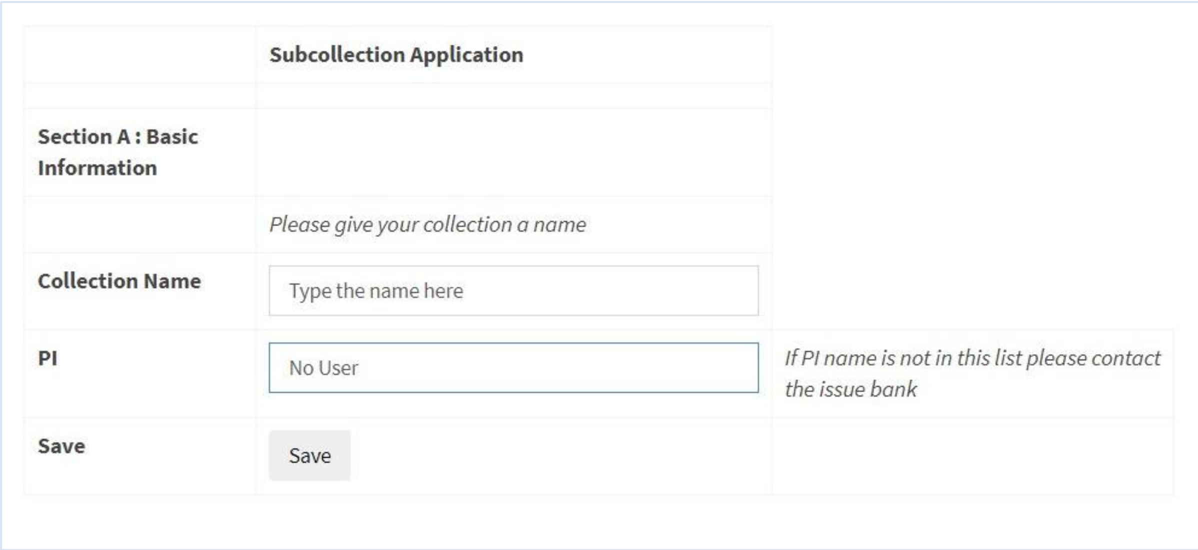
Alternatively, you can email tissuebank@imperial.ac.uk and ask us to create the account for you.

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

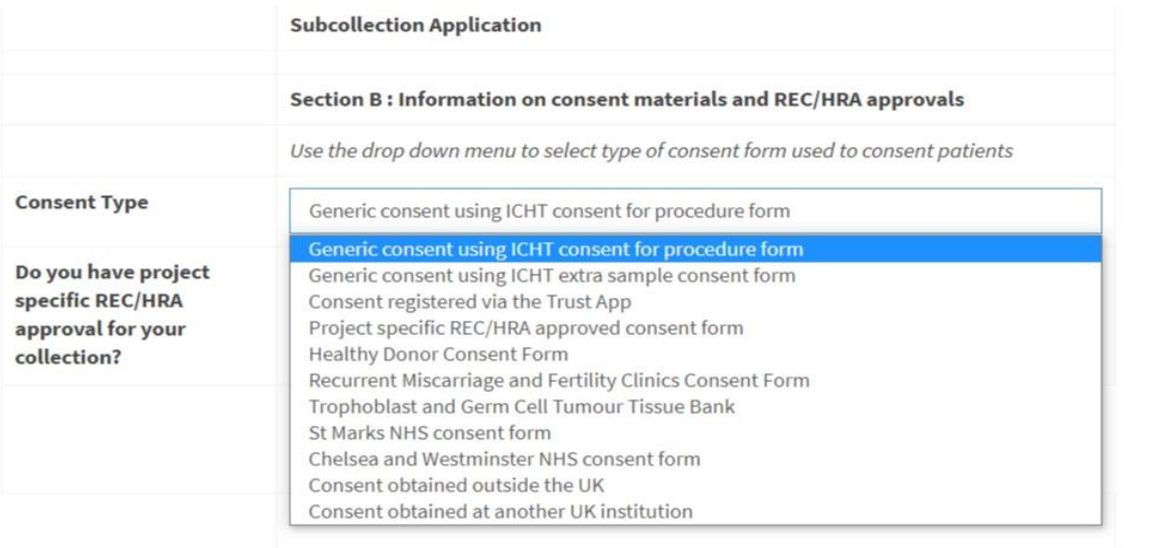


2. Use the drop-down choices in the PI box to select the name of the Principal Investigator. This must be someone with an Imperial College London contract - either substantive or honorary.

   When you are finished click **Save.**

Information on consent materials

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



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)*	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?	Patients undergoing surgery at ICHT
	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) * *tick all that apply*	Fluid	Saliva *taken preoperatively*	☑
	Tissue	fresh/frozen *tissue taken directly from the patient at the time of surgery*	☐
	Tissue	fresh/frozen *tissue taken at time of surgery via histopathology*	☐
	Tissue	fresh/frozen *biopsy sample*	☐
	Tissue	biopsy sample processed to FFPE	☐
	Tissue	Formalin fixed paraffin embedded material *extra to the biopsy sample*	☐
	Cells	Cytology specimen	☐
	Fluid	Breast Milk	☐

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◉ No○ Both○
Extra Samples *	*Please give details of extra samples taken and at what stage of the patient's treatment pathway* Some text is needed here. If there are no extra samples please enter N/A
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.*

5. 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 [ ] Estimated Number of Patients [ ] Collection Rate [per we]
Save	Save

Where will the samples be stored?

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

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

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

	Subcollection Application
	Section D :Location
Hospital *	
Building *	
Room *	
Freezer Cabinet	
Container	
Save	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	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	

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 *	
Room *	
Building *	
Campus *	Charing Cross Hospital Campus
Save	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

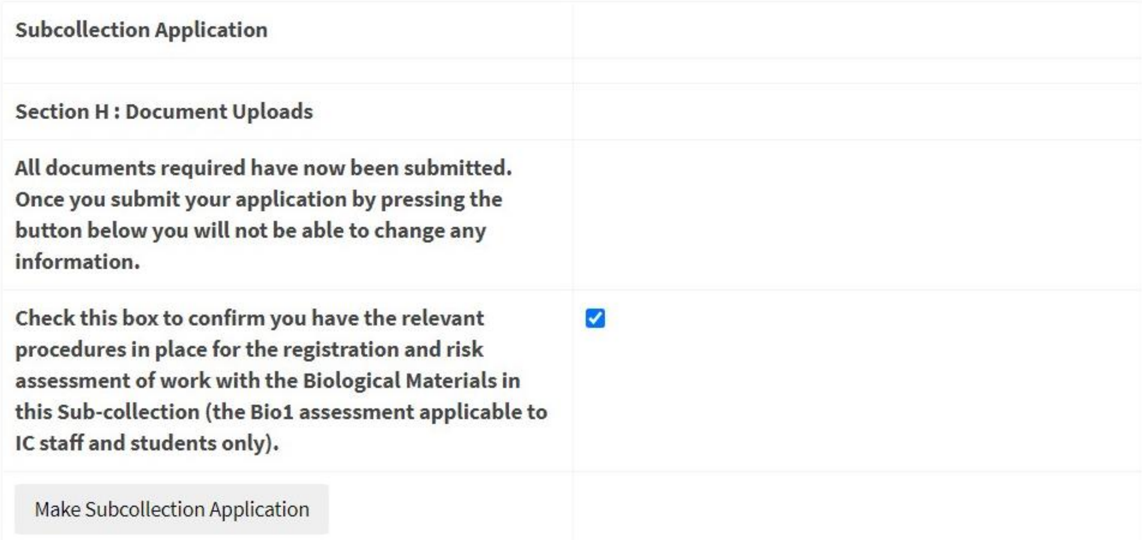
Please select from the drop-down menu who can have access to your sub-collection.

Please select the scenario from the drop down menu that best describes your sub-collection ad provide any other information e.g. who can be contacted for more details etc.	
Access	
Restrictions	Access allowed - processed material only Access allowed - processed material only Access allowed - tissue samples and processed material Access allowed - tissue samples only No access to external researchers
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

3. 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.



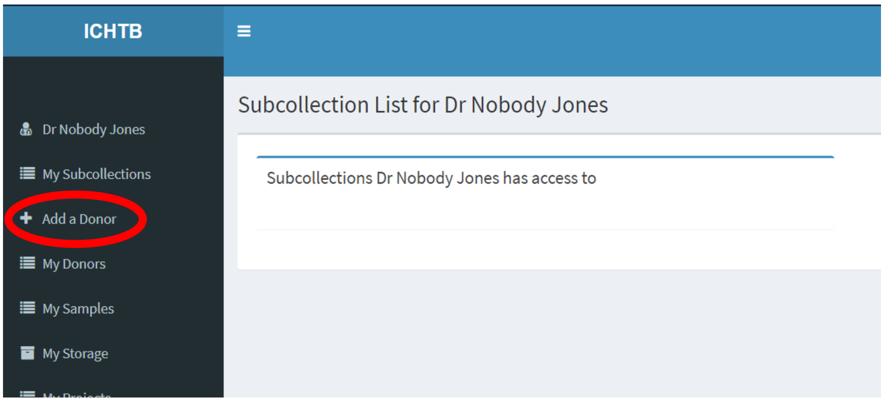
You are now ready to Click Make subcollection Application.

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.

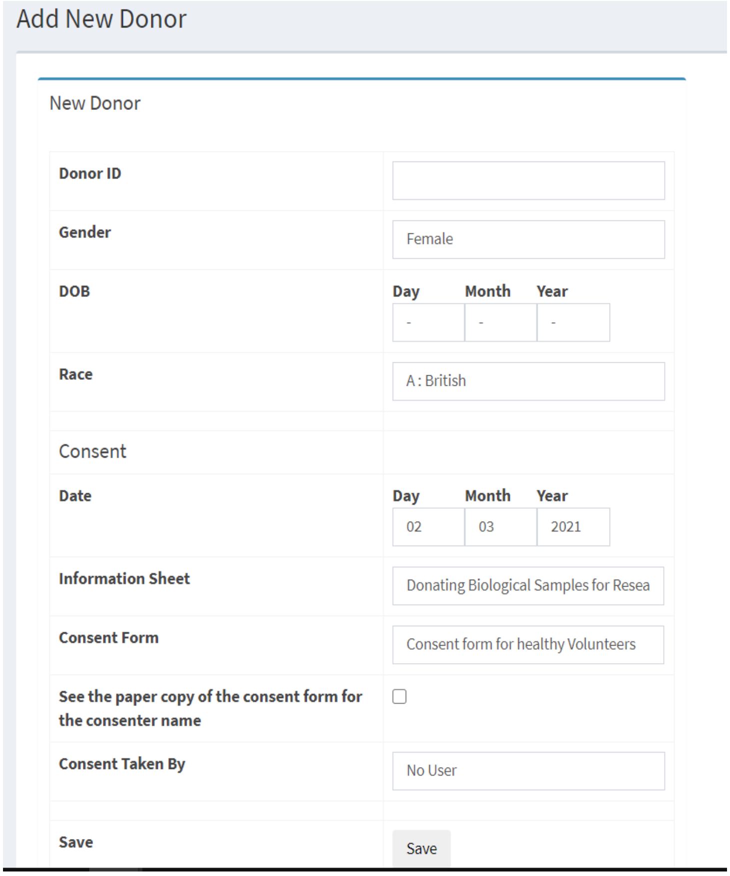
Fill in fields of gender and D.O.B

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



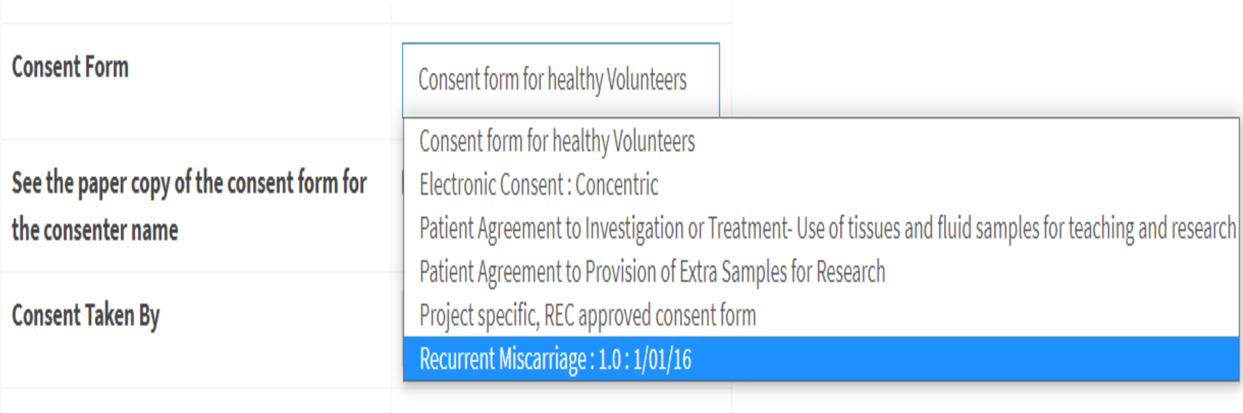
Types of consent

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.

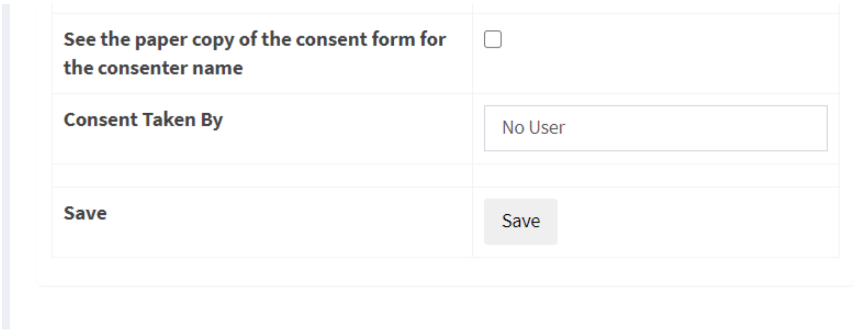
If you have consented your donor by paper make sure you have used the appropriate forms. If you have used "Patient agreement to investigation or treatment: Use of tissue & fluid samples for teaching and research" this means you may only use samples leftover from the surgery as long as the samples is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

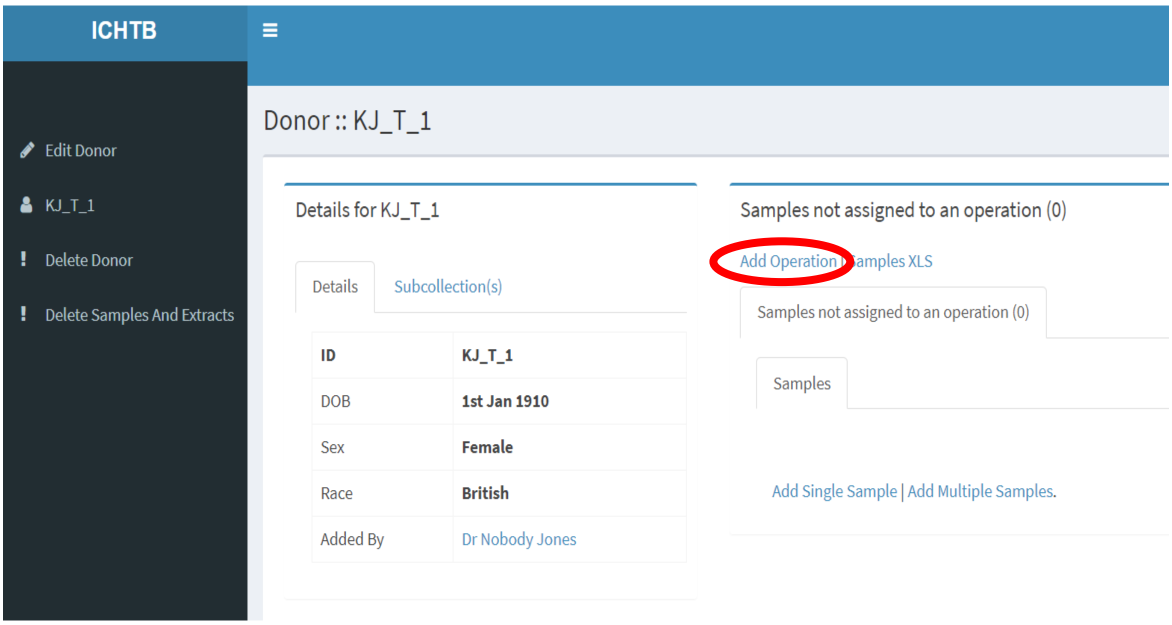


Please select the name of the consenter from the drop-down list. If you cannot find the name of the person who consented the donor in the drop down list, please tick “See the paper copy“ box if you would like you add a name to the drop down list of consenters please contact the Tissue bank



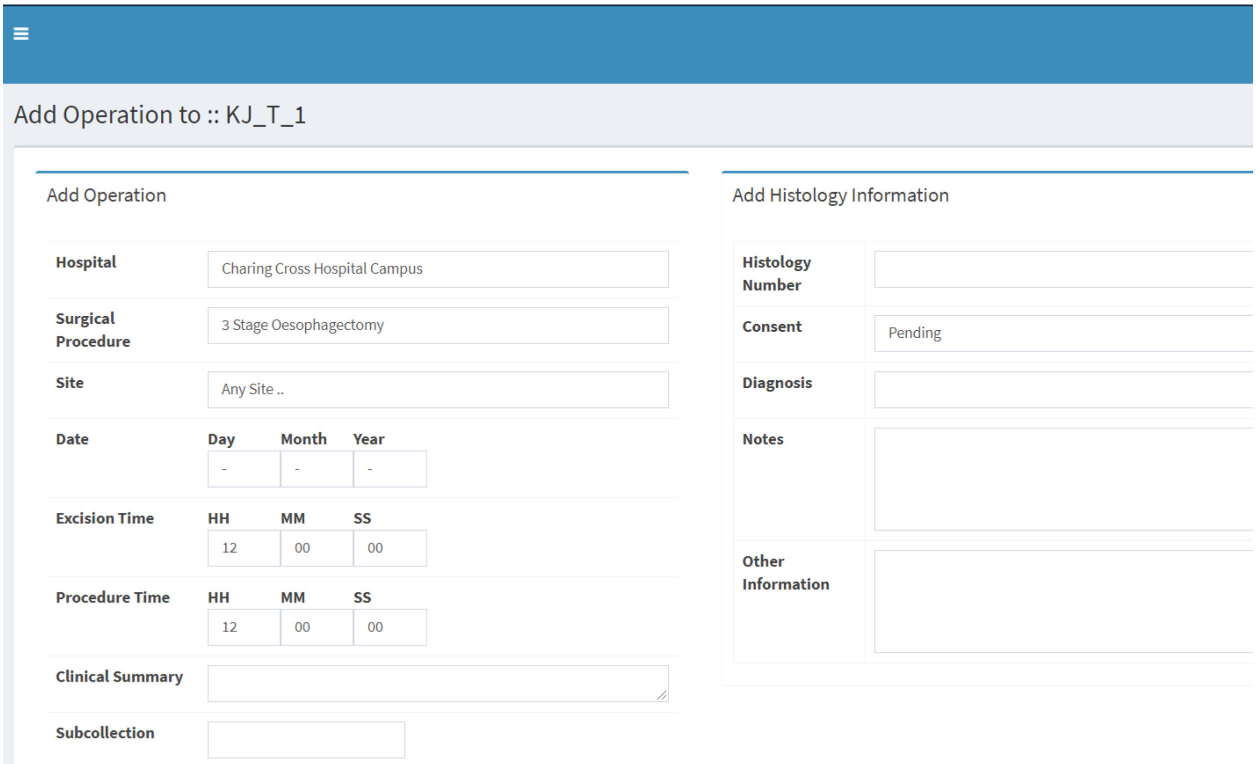
Adding an operation and assigning a sub-collection to a donor

Click “add operation”, this will open another page.



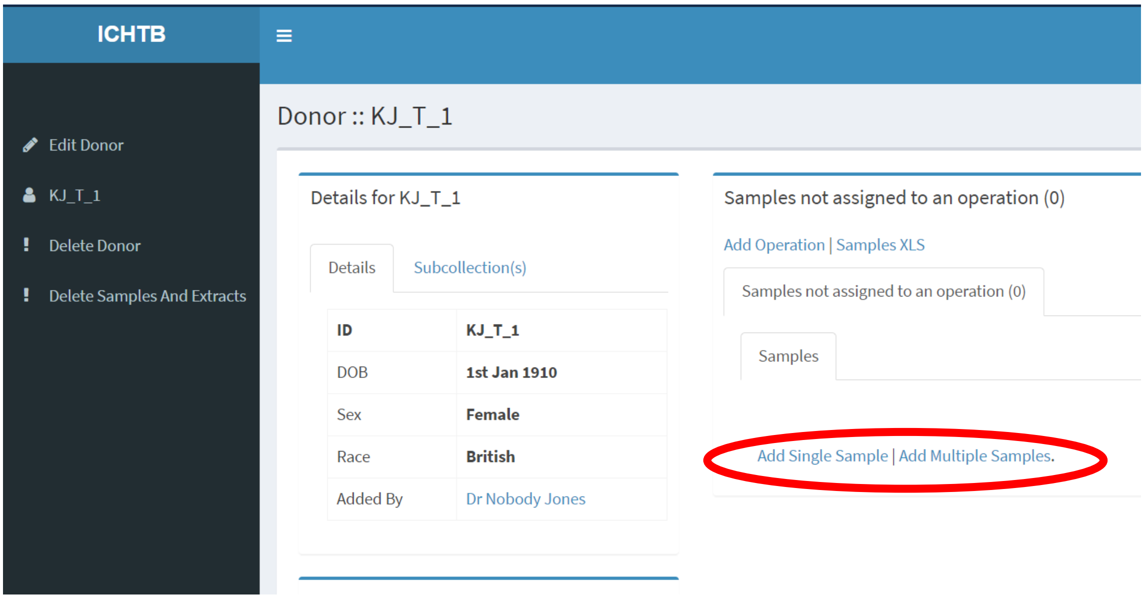
The following page is where you can add the details of the operation/procedure the donor has undergone.

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.



Section C: Adding a sample to a donor

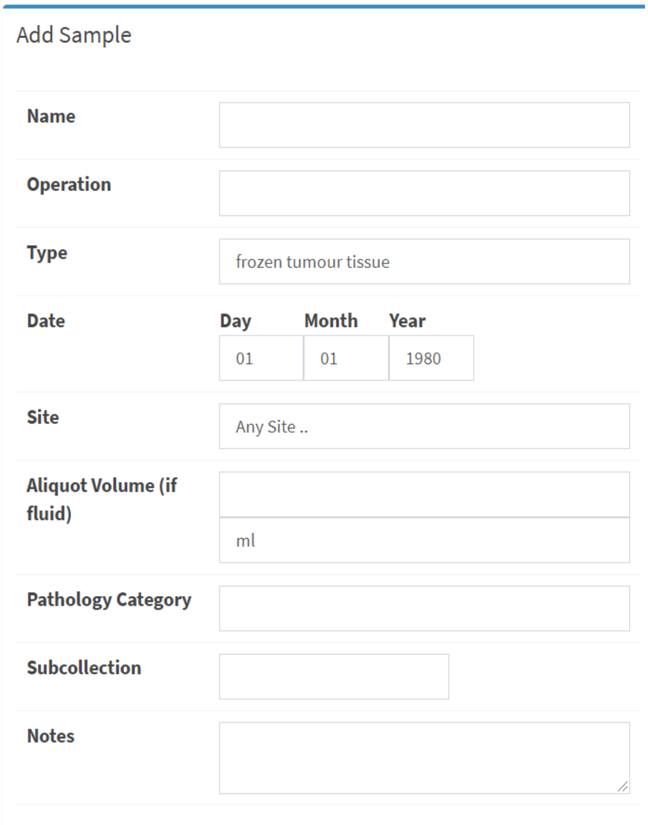
There are 2 ways to add samples associated with this donor. Add Single Sample or Add Multiple Samples.



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.

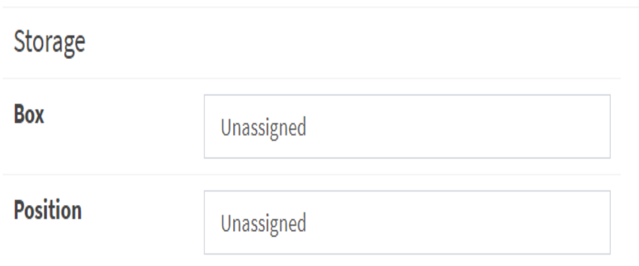
3. Type: this refers to how the sample has been processed e.g. frozen normal tissue or whole blood.
4. Site refers to the site in the body e.g. brain. If the specific site is not listed just write the specific site in the notes field.
5. Pathology category is optional.
6. Sub-collection: Like the operation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



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”.



Adding multiple samples

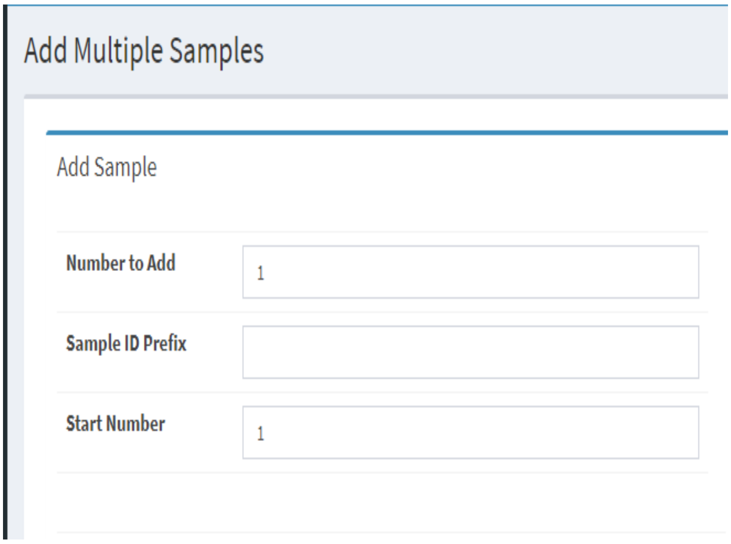
On the Donor page, choose the option “Add Multiple Samples” it will take you to the page pictured below.

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.

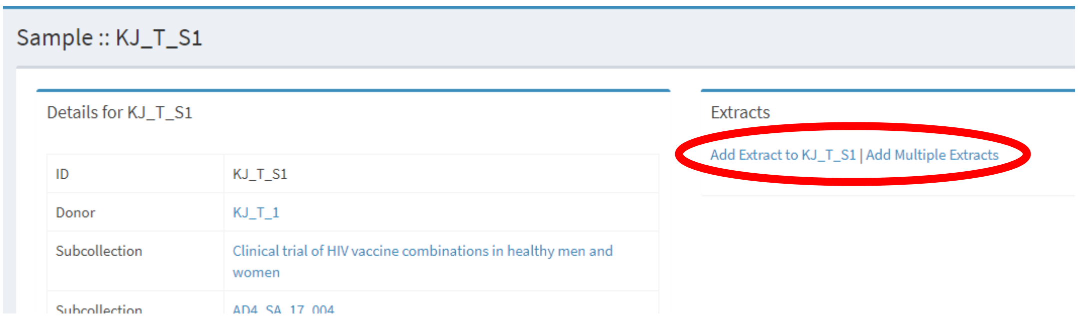
The start number means that if you are adding samples to an ID prefix already in use you can add more of that sample starting with the next number in sequence.

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



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.



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:

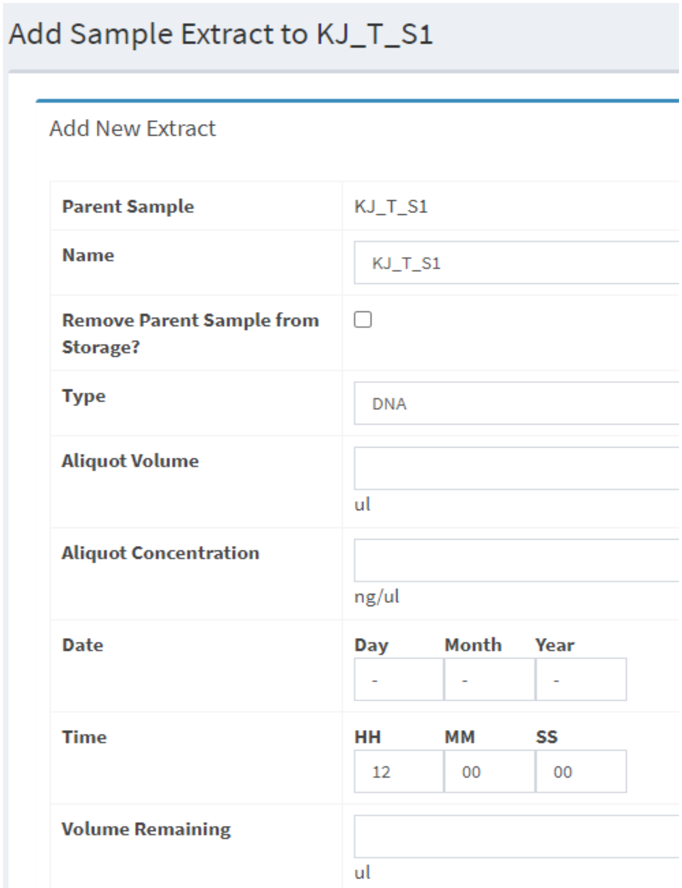
Refers to the type of extract e.g. DNA, RNA, Serum, Plasma etc.

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

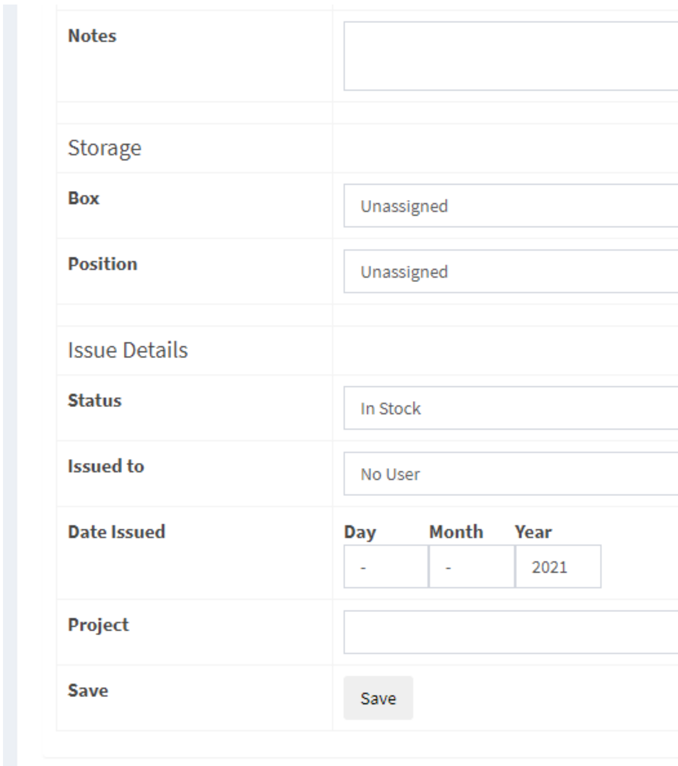
Box:

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

Position:

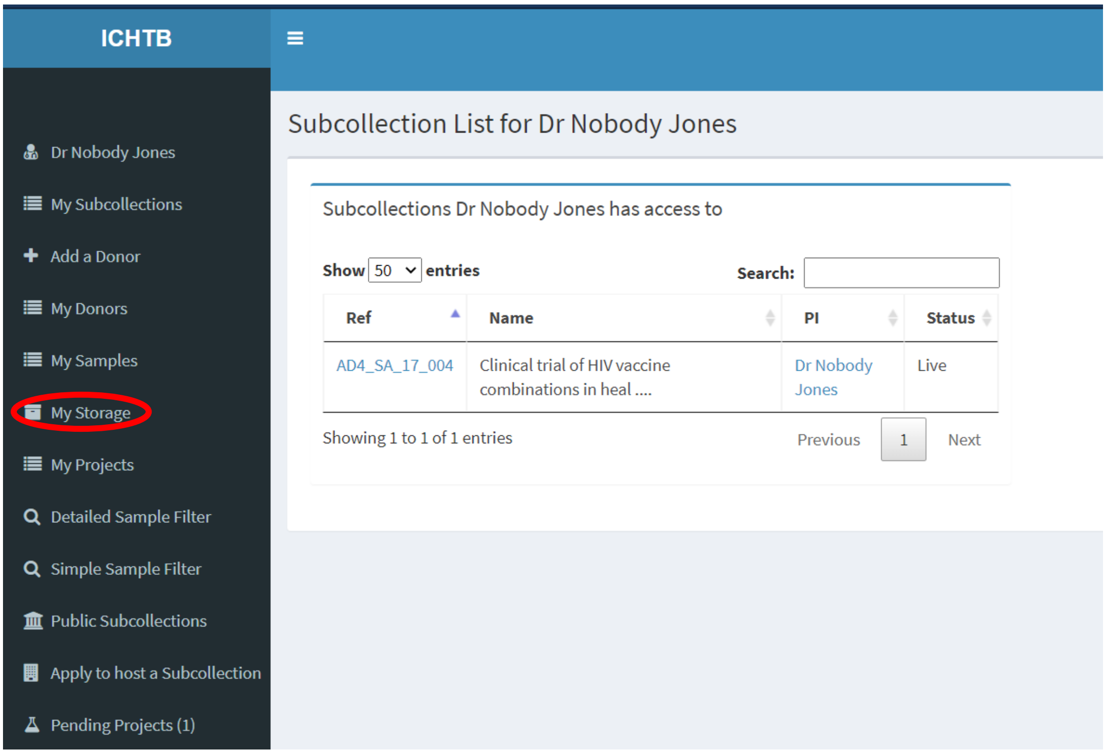
This refers to the position of the extract within the box.

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

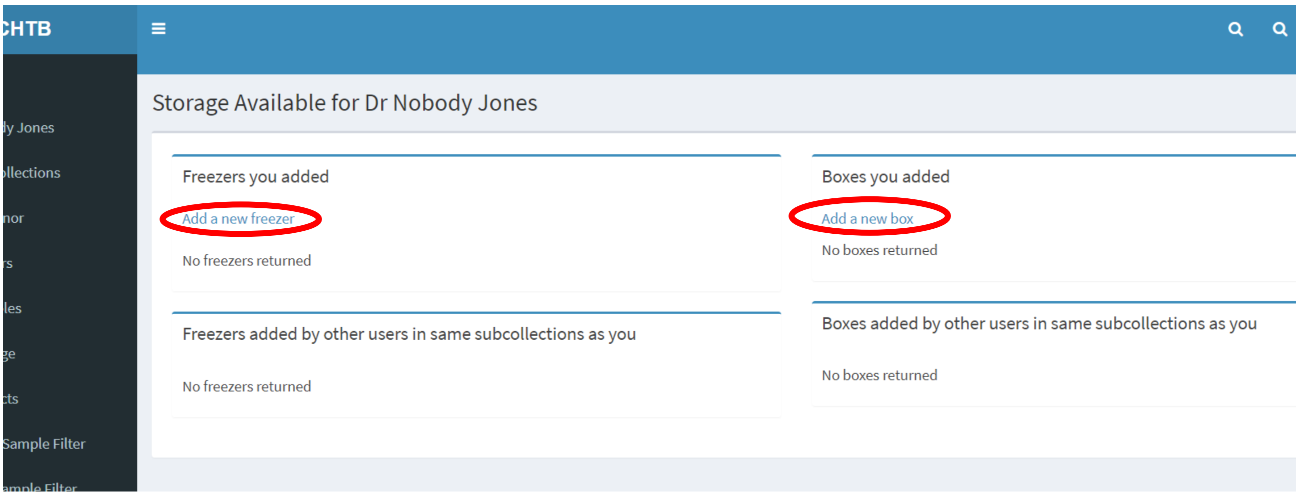


Section E: Storage management

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



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



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.

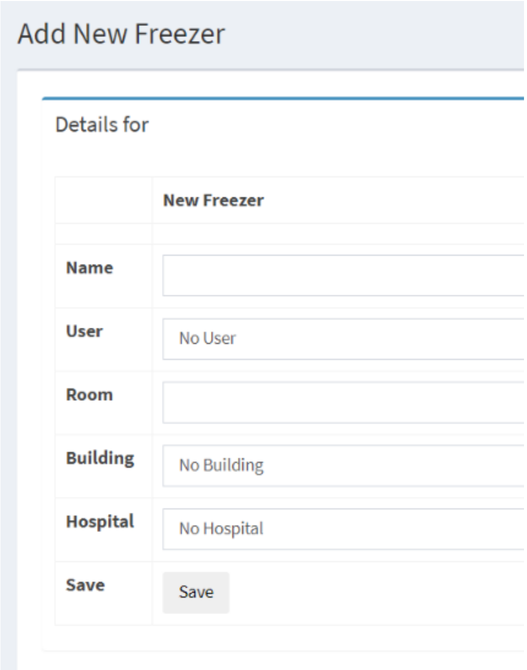
User:

This would be yourself.

Room:

Where is the freezer physically located?

Add the location of the building and/or hospital.



Adding a new box

Name:

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

User:

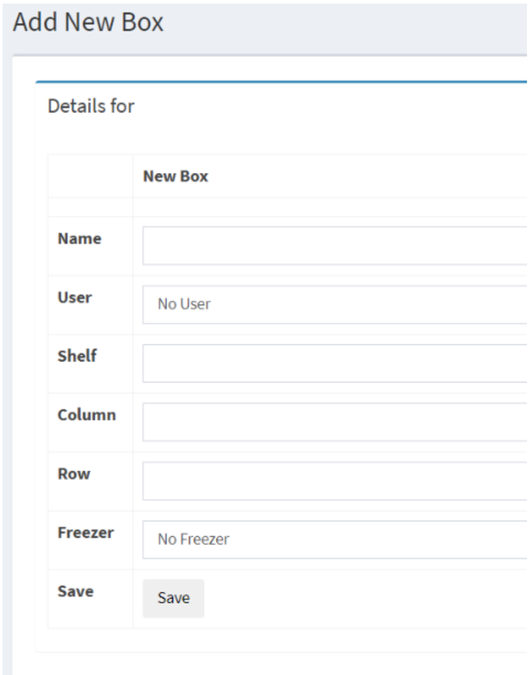
This would be yourself.

Shelf / column / Row:

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

Freezer:

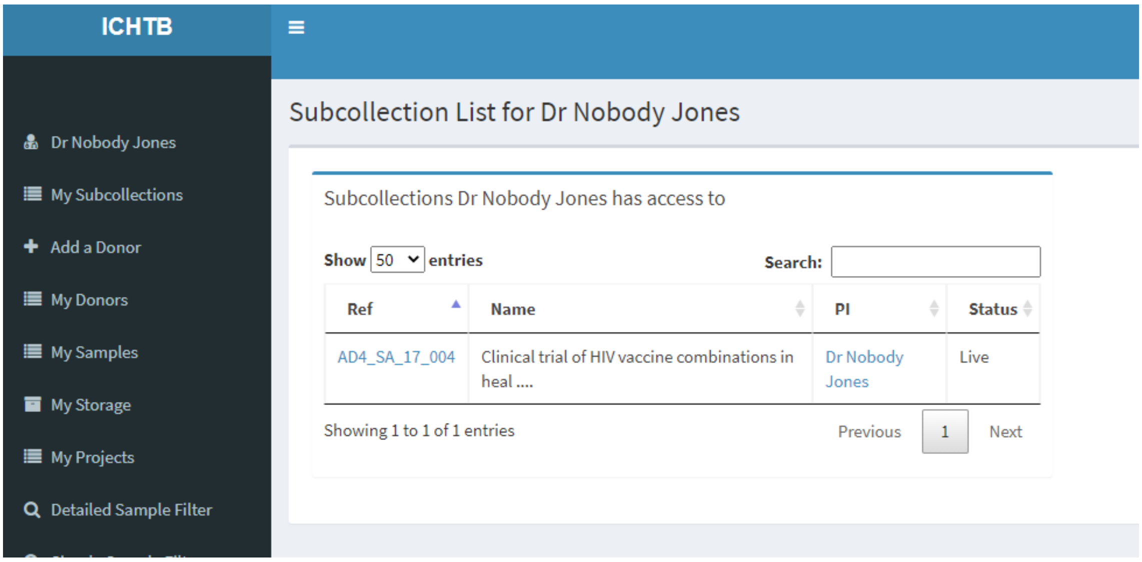
What freezer have you placed this box into.



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.



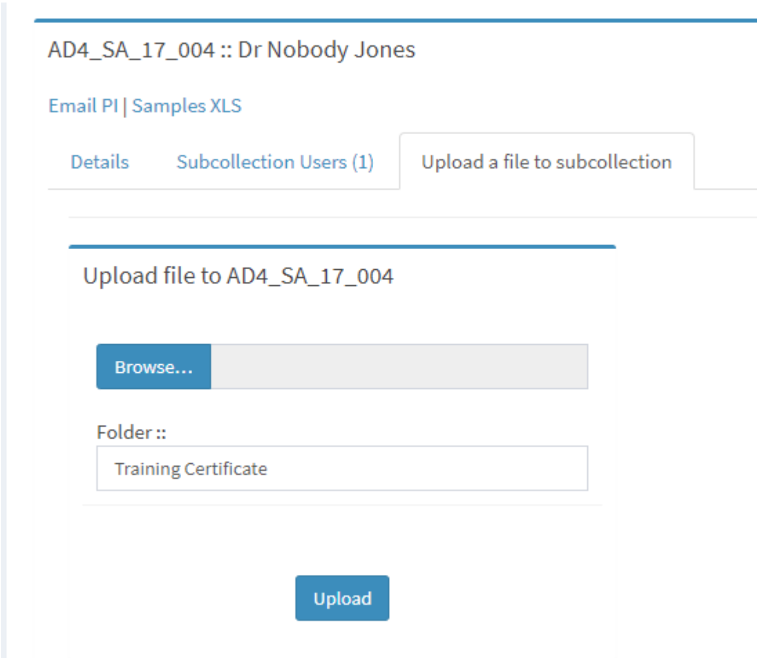
1. Click on the sub-collection you wish to upload flies to. <u>Please note you can only upload files to that sub-collection if you are the principle investigator (PI) of the sub-collection</u>.

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

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.

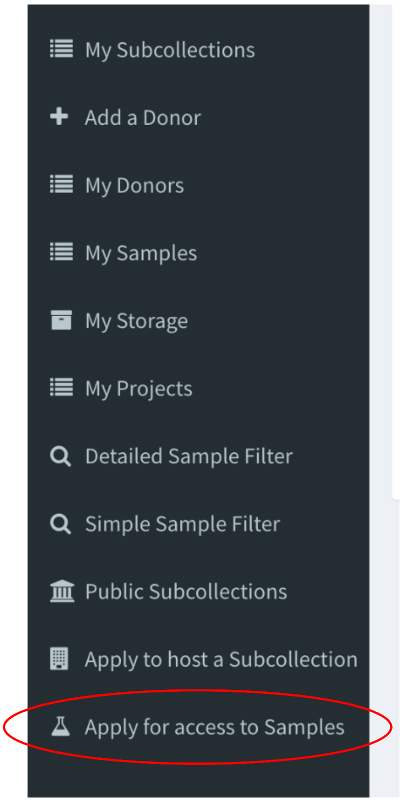
5. Click upload, the file has now been uploaded.



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.

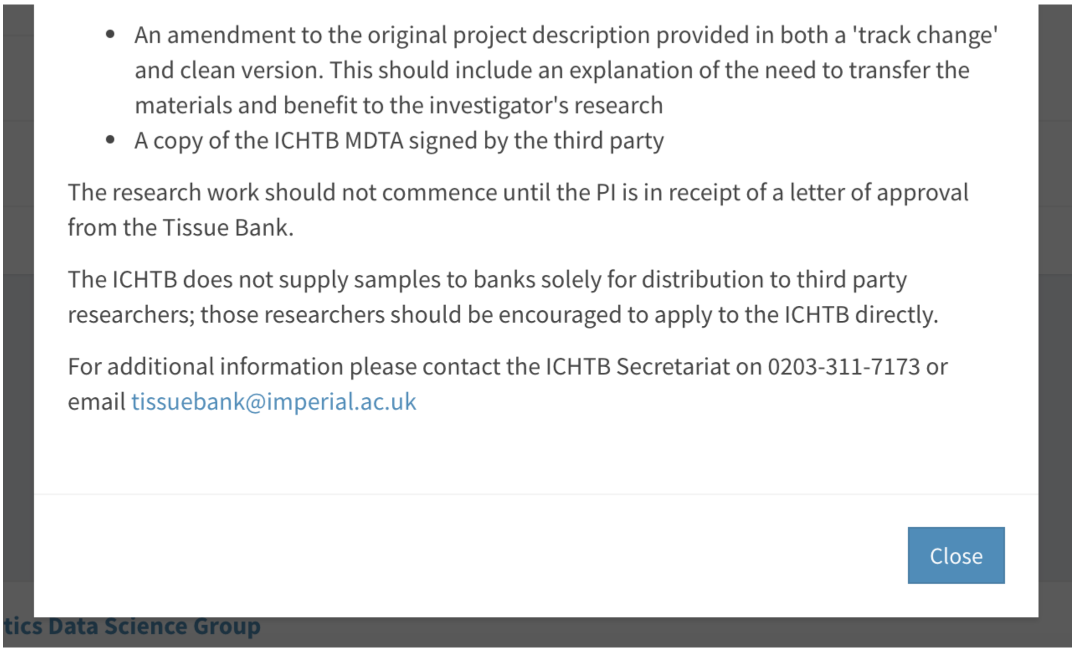
The information requested in these forms is necessary in order to document correctly your request for tissue and other services and to ensure that the Imperial College Healthcare Tissue Bank (ICHTB) operates within the guidelines of the Human Tissue Authority and its REC approval.

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).

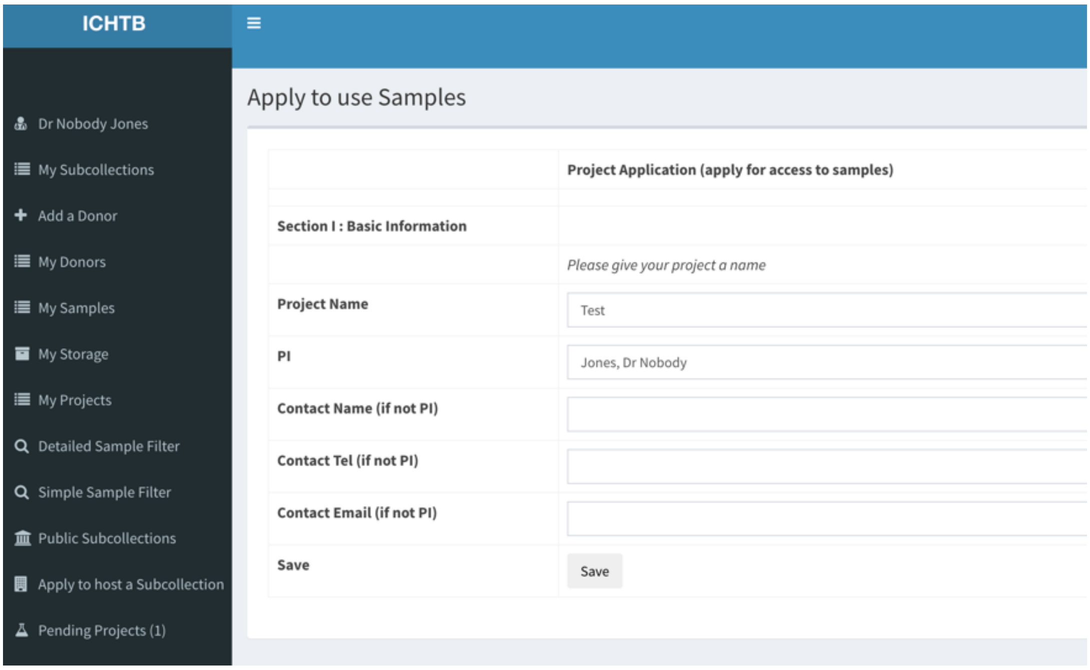
The applicant agrees by signing the MDTA that the samples issued to his/her project will only be used for the specified project by the PI or those supervised by him/her in the PI's laboratories or those listed in the project description, and will not undertake the research until provided with a letter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



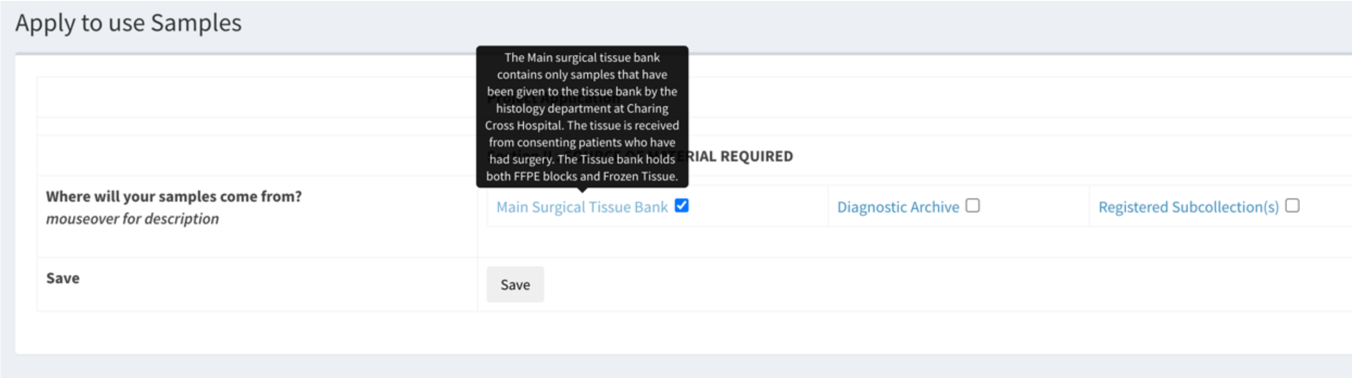
Read this and click Close to start filling out your application:

Basic Information

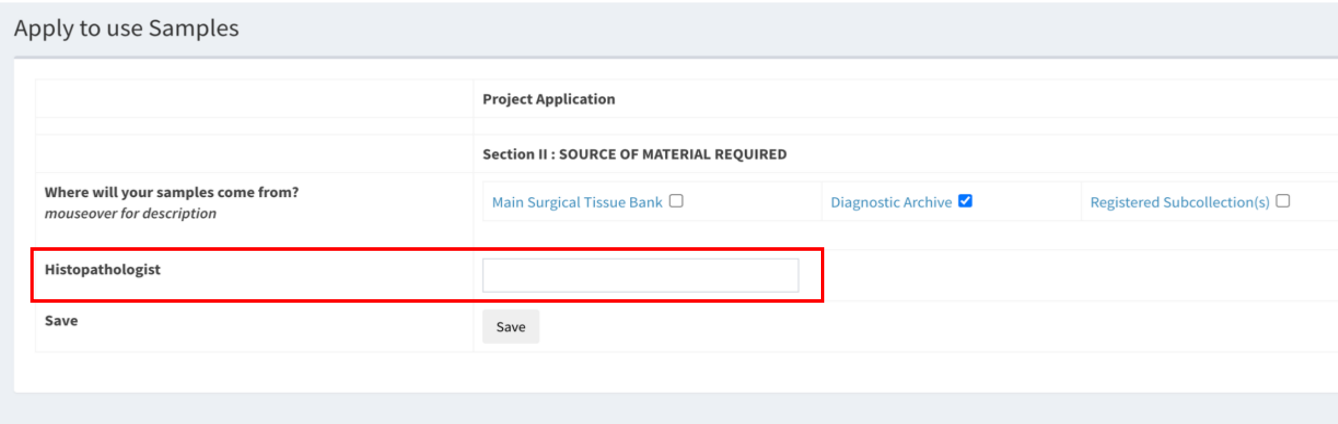


Source of material required

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

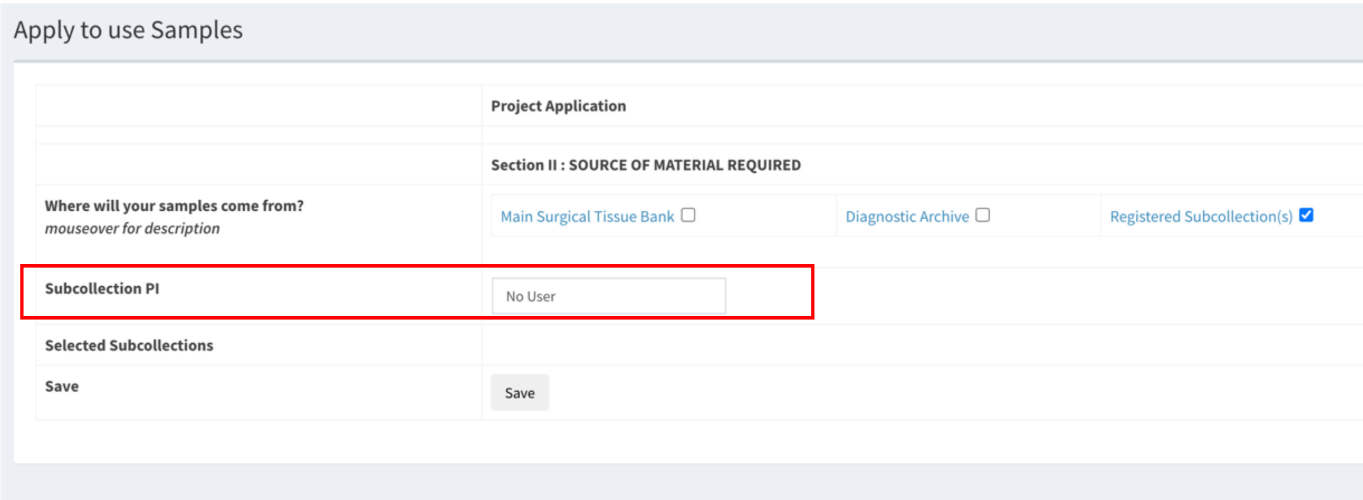


If you need to access specimens from the Diagnostic Archive, you need to provide the name a collaborating Histopathologist for your application to be considered.



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.



Research information

Apply to use Samples

Section III : Research Information	
Funder	Unknown
Period of Support and approximate amount	X
Approximate start date	Day 01 Month 01 Year 2021
Approximate end date	Day 01 Month 01 Year 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

ICHTB 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.

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).

Sample Type(s) *
tick all that apply

Type	Collection Method		Number Required
Fluid	Plasma	☐	
Fluid	Saliva	☐	
Tissue	Fresh or snap frozen material from the operative specimen	☐	
Fluid	Serum	☐	
Tissue	Whole Blood	☐	
Fluid	Other bodily fluid	☐	
Tissue	fresh/frozen	☐	
Tissue	fresh/frozen	☐	
Tissue	fresh/frozen	☐	
Fluid	Breath	☐	

Fluid	Sweat	☐	
Fluid	Stool	☐	
Tissue	FFPE Block	☐	
Tissue	FFPE section slides	☐	
Tissue	FFPE section rolls	☐	
Tissue	Frozen block	☐	
Tissue	Frozen sections	☐	
Tissue	DNA from FFPE	☐	
Tissue	RNA from FFPE	☐	
Tissue	DNA from frozen block	☐	
Tissue	RNA from frozen block	☐	
Tissue	Bone Marrow	☐	

Save 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

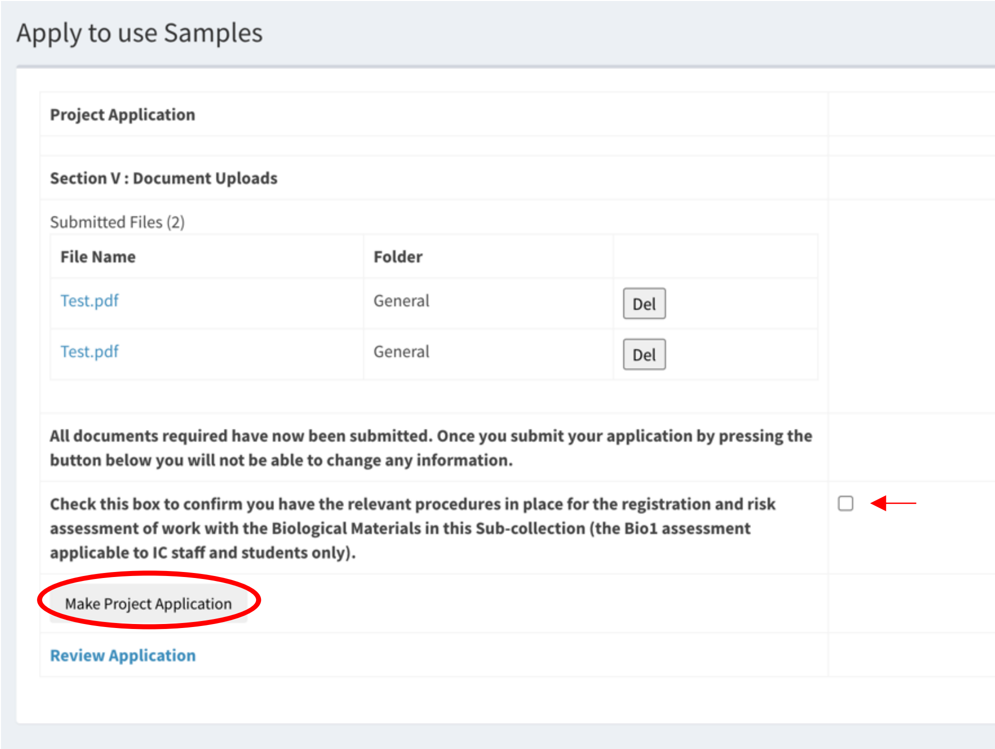
Continue

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.



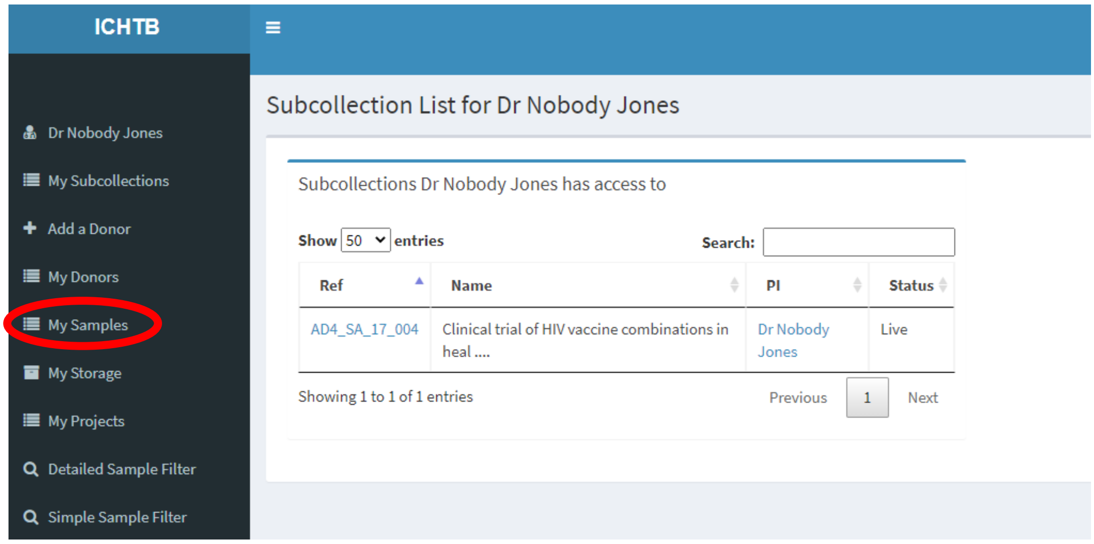
Once an application is submitted via the online database (TB-SOP-005SI), the application will be submitted for review and samples can be accessed when approved.

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.

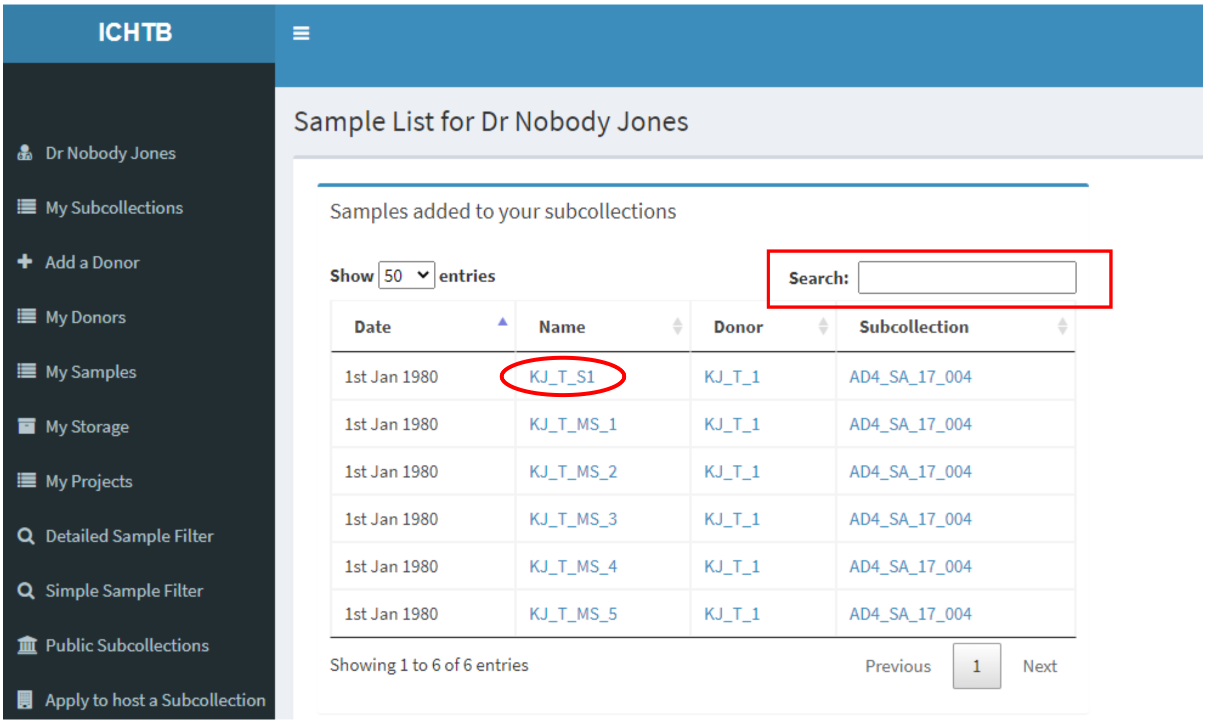
If you have any questions or issues with the application process, please do not hesitate to contact us.

Section H: Issuing Samples

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

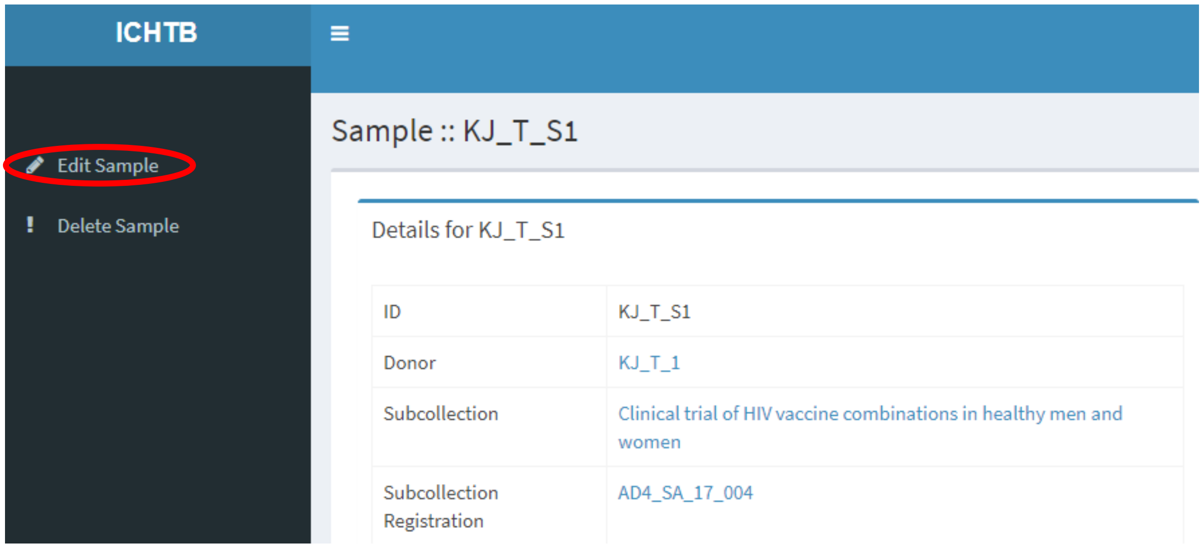


In the example we are going to issue the first sample. Click on the sample.



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

Now click on edit sample:



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.