



Standard Operating Procedure: Tissue storage in the SBTB

Document History

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<i>Created By</i>	<i>Gill Forster</i>
<i>SUPERSEDED</i>	<i>Steven Haynes</i>
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<i>Approved by</i>	<i>Kevin Corke</i>

This SOP will outline the procedure for how tissue is stored in the brain bank

Background

Document UoS position for this SOP and how the school will implement this

Definition

Tissue storage procedures

Procedure

A. Formalin fixed wet brains

1. The NHS histopathology department handles the processing and sectioning of slides for diagnosis except for CFAS cases
2. After a diagnostic report has been issued histopathology staff will contact brain bank staff to tell them that the tissue is available for collection.
3. A brain disposal form is signed to indicate that the transfer has occurred into the SBTB
4. All residual tissue in formalin is transferred to a secure lockable store within the mortuary. Only brain bank staff have access to this room

B. Paraffin blocks, Stained Slides and Unstained Slides

After diagnosis paraffin blocks, stained slides and unstained slides within the MND and CFAS collection are transferred to a lockable store on E floor of the medical school. Blocks and slides are stored first by centre and then laboratory succession number in metal and cardboard block and slide files.

C. Frozen tissue

Frozen tissue is stored in 3 -80oC freezers within the biorepository. Each freezer is fitted with CO2 backup and has a remote alarm connected to a 24 hour monitored control room within the RHH. Each freezer is identifiable by a number which both the biorepository staff and control room are aware of. The temperature and level of CO2 in the gas cylinders are monitored on a daily and weekly basis respectively and recorded on a sheet attached to the freezer. In an alarm situation

1. If during work hours the control room will contact one of the brain bank staff telling them which freezer's alarm has been triggered. A member of BB staff will investigate and report back to the control room whether it is a false alarm or not.
2. If out of hours hospital security will be informed first and they will investigate and report back. If a real alarm situation occurs hospital control will contact a designated member of the BB at home - 'to be discussed'

A service engineer will be called at the first available opportunity.—see SOP for handling 'Freezer alarm situation'

3. Associated Documents

	Document	Document Reference
1	COSHH Handling of fresh Human Tissue	BIO: COSHH: Procedure 4
2	Human Samples	BIO: RA: Human samples
3	Brain disposal/transfer form	BIO: FORM: 18
4	Freezer record	BIO: FORM: 02
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