**Application to store in freezers and ambient tissue cupboards**

Dear Researcher,

Thank you for applying to store your samples in the CRF. Please ensure you fill out the accompanying form completely, supplying an ethics number, expiration date along with any other required documents. Please also state whether you have an enduring consent statement on your consent form and supply a copy of your consent form along with this application. Please email all documents to [rdehtaapplicationstostore@exeter.ac.uk](mailto:rdehtaapplicationstostore@exeter.ac.uk)

Once your study has finished, any samples still stored in CRF freezers will, depending on consent and ethics, have one of three outcomes:

* If the study ethics has expired and you do not have enduring consent, your samples will be destroyed (you will be given 24 hours’ notice).
* If the study ethics has expired and you do have enduring consent, your samples will be retained, but you will not be able to access them without **new ethical approval**.
* If the study ethics has expired and you do have enduring consent, **gifting the samples to the Peninsula Research Bank**, your samples will be retained, but you will not be able to access them without approaching the **PRB committee first**. In addition, your samples may be used for *any* further research, as approved by the PRB.
* Any samples that *individually do not* have enduring consent (for example, where enduring consent is an optional statement) must be flagged for destruction, and a list provided to the CRF to ensure these samples can be destroyed
* Any samples stored in Elkay will be destroyed, as these size samples are not efficient for long term storage; only samples stored in 2D aliquots are appropriate for the PRB.

In order for your samples to be included in the PRB, at the conclusion of your study and the expiration of your ethical approval, you must supply the CRF with:

* Copies of all consent forms
* A list of those participants who have not given enduring consent, where applicable, so that their samples may be destroyed
* If your participants were not recruited through EXTEND or DARE, access to or a copy of anonymised participant information so that samples can be accessed for further research.

Once your ethics has expired, and assuming you have enduring consent, all samples will become part of the PRB, as outlined in your consent forms and ethical approval. As such, you will not be able to access these samples without either new ethical approval or PRB approval, and they will be moved to a PRB controlled freezer, as appropriate.

Please do not hesitate to contact the CRF or PRB if you have any questions

**Please note application can only be processed if all fields are completed**

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| Name of Study (and CRF number if applicable): | | | Click here to enter text. | | |
| Name of PI or responsible person: Click here to enter text. | | | | | |
| Name of regular contact(s). For example, for sample or consent queries. Click here to enter text. | | | | | |
| Contact details of PI and regular day to day contact for queries (location and telephone number):  Click here to enter text. | | | | | |
| Were these samples collected before 01 September 2006? Choose an item. | | | | | |
| Were these samples collected in the UK? Choose an item. | | | | | |
| What is your ethical approval number? Click here to enter text. | | | | | |
| What date does this ethics expire?  *Please email any ethics extension approval documents and dates that are granted during the study.* | | Click here to enter a date. TBC: | | | |
| Do you want to keep the samples after the ethics expires? Choose an item. | | | | | |
| If keeping samples after ethics expiry, is enduring consent for use in research been given  (*Please provide evidence in terms of PIS and consent form for the study; Please email these along with this completed form to*: [rdehtaapplicationstostore@exeter.ac.uk](mailto:rdehtaapplicationstostore@exeter.ac.uk)) Choose an item. | | | | | |
| Does enduring consent gift samples to the Peninsula Research Bank after ethics has expired (*this will be a specific question on the consent form*)? Choose an item. | | | | | |
| Where can a record of all consent forms be found (*e.g. Building, Room, tambour number, web link*)?  Click here to enter text. | | | | | |
| Where can a paper/electronic record of all samples taken be found (*e.g. Building, Room, computer drive, web link*)? Click here to enter text. | | | | | |
| Start Date End Date  Approximate dates of collection: Choose Start Date. Choose End Date | | | | | |
|  | | | | | |
| What do you want to store? List of “[relevant material](https://www.hta.gov.uk/guidance-professionals/hta-legislation/relevant-material-under-human-tissue-act-2004/list-materials)\*”. Choose an item.  \*Human Tissue Act, Section 53 para 1: In this act, “*relevant material*” means material other than gametes…which consists of or includes human cells.” [Please see definition.](https://www.legislation.gov.uk/ukpga/2004/30/section/53) | | | | | |
| Is the material genetically modified? Choose an item. | | | | | |
| Is the material highly suspected or known to contain Hazard Group 3 pathogens? Choose an item.  Please see link for additional information: <https://www.hse.gov.uk/pubns/misc208.pdf> | | | | | |
| Brief description of your samples (e.g. Urine and Plasma from EXTEND study; various RNA Kits)  Click here to enter text. | | | | | |
| Do these samples contain cellular material? Choose an item.  *If no, please provide Lab Manual/protocol used to render sample acellular for verification – To render plasma acellular, centrifugation needs to be at a certain speed to remove all platelets and other cells.* | | | | | |
| How are your samples/boxes labelled to identify them? (**Minimum** CRF number (if CRF Study), study name and contact information? Click here to enter text. | | | | | |
| Where will your samples be stored? Will more than one freezer/storage temp be used?  (**Note**: *if PRB or CRF freezer, please leave blank as space will be allocated for your samples*). | Freezer Name & Location | | | Temperature | Other: |
| Choose an item. | | | Choose an item. | Enter Text. |
| Enter text here if not in list. | | | Choose an item. | Enter Text. |
| Enter text here if not in list. | | | Choose an item. | Enter Text. |
| How will your samples be stored? (Note: *“bags” are not acceptable*)  Choose an item. If other, please specify: Click here to enter text. | | | | | |
| How many boxes (approximately, in total) will you be storing? Click here to enter text. | | | | | |
| How frequently will you be storing boxes (monthly, weekly, daily etc.)? Click here to enter text. | | | | | |
| Are these samples for long term storage, or will they be shipped elsewhere (e.g. off site within a year or less)? Click here to enter text. | | | | | |
| Any Additional Comments regarding your application or further information on any of the above questions: Click or tap here to enter text. | | | | | |

**Please return completed form and any other documents (IRAS, PIS, consent forms etc.) to** [**rdehtaapplicationstostore@exeter.ac.uk**](mailto:rdehtaapplicationstostore@exeter.ac.uk). – Please see checklist in below table below.

**Document Checklist.**

**Please return completed form and any other documents (IRAS, PIS, consent forms etc.) to** [**rdehtaapplicationstostore@exeter.ac.uk**](mailto:rdehtaapplicationstostore@exeter.ac.uk). If required documents are missing your application may be delayed.

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| --- | --- | --- | --- | --- |
| **DOCUMENT TYPE** | **DOCUMENT ATTACHED** | | | |
| **Yes** | **No** | **N/A** | **Pending** |
| IRAS Document |  |  |  |  |
| REC Approval Letter |  |  |  |  |
| Patient Information Sheet (PIS) |  |  |  |  |
| Consent Form |  |  |  |  |
| SOPs for Acellular Samples (e.g lab manual or protocol that contains information on centrifuge speeds). |  |  |  |  |