**Human Tissues Act (HTA) declaration**

Those staff members declaring that they work with human samples\* (relevant or non-relevant material), whether under HTA licence 12217 or under project-specific REC approval, will be required to undertake mandatory training on the Human Tissue Act, which will need to be repeated every two years.

<https://researchsupport.admin.ox.ac.uk/governance/human-tissue/training>.

The University of Oxford’s HTA licence 12217 covers all premises belonging to the John Radcliffe Hospital, the Churchill Hospital, Old Road Campus, the Nuffield Orthopaedic Centre and the Pharmacology Building on Mansfield Road in Oxford. If you are a member of NDCN who works on other premises not listed here, you will still be required to complete the declaration.

\*”Working with human samples” is defined as being involved with seeking consent for the collection of human tissue samples, processing, storing, using, releasing or disposing of human tissue samples, as well as any staff involved in managing ethics approvals for projects involving human samples.

\*”Human samples” are defined as any cellular or acellular human sample derived inside of the human body including but not limited to blood or blood derivatives (plasma, serum, buffy coat etc.), urine, faeces, saliva, tissue sections (stained or unstained), fresh frozen or fresh tissue samples, fixed samples (formalin, glutaraldehyde, etc.) and formalin fixed paraffin embedded blocks.

Full name……………………………………………………………………………………………………………………………………………..

email address……………………………………………………………………………………………………………………………………….

Pi or Line Manager name……………………………………………………………………………………………………………………..

PI or Line Manager email address………………………………………………………………………………………………………..

**Human Tissue Declaration (choose one by circling/deleting appropriate letter):**

[ ]  I declare that I am **NOT** working with any human tissues or samples and **AM NOT INVOLVED** in the governance, collection, processing, storage or use of any human tissue/samples. If I do wish to start working with or holding relevant material I will notify the Departmental Administrator and undertake the appropriate training.

[ ]  I **DO** work with human samples or **I AM INVOLVED** in the governance, collection, processing, storage or use of any human tissue/samples, whether are stored under HTA licence 12217 or under REC approval. **I understand that I am required to undertake mandatory training on the Human Tissue Act**, the Human Tissue Authority and Licensing requirements.

[ ]  I declare that I have already received formal training on the Human Tissue Act/Human Tissue Authority through **ANOTHER HTA LICENCE** (not research licence 12217).

Signature……………………………………………………………………………….. Date………………………………………………

Where training is required, please follow the steps described on the website:

<https://researchsupport.admin.ox.ac.uk/governance/human-tissue/training>.

### 1. Complete the MRC training

### 2. Read the information on HTA licensing at Oxford

### 3. If you work with human samples registered under HTA licence 12217

### 4. If you work with human samples registered under another HTA licence

### 5. If you are unsure whether the human samples you work with are or need to be registered

### 6. If you only work on samples that are exempt from HTA licensing

Once you have passed the HTA training, you will be able to work with human samples.

Please email facilities@ndcn.ox.ac.uk your certificate once obtained.