

CTRNet Standard Operating Procedure Destruction of Human Speciment Material			
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Subject:	Destruction of Human Speciment Material	Category	Material Handling and Documentation

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REVISION HISTORY

SOP Number	Date Issued	Author (Initials)	Summary of Revisions

1.0 PURPOSE

There are situations such as inadequate consent, revoked consent or storage equipment failure where it becomes necessary to dispose of human biological material. Under these conditions, all unprocessed material must be destroyed or disposed under conditions that incorporate safety considerations and respect the rights of the participant that the material was derived from.

2.0 SCOPE

The SOP covers what should be done to dispose of human biological material that has to be eliminated from the repository collection.

These steps may be adopted as is, or modified by specific CTRNet member repositories at their collection sites to allow for the incorporation of site-specific details, conditions and REB requirements.

Destruction of Human Specimen Material

3.0 REFERENCE TO OTHER CTRNET SOPS OR POLICIES

1. CTRNet Policy: POL 001.001 Informed Consent.
2. CTRNet Policy: POL 007.001 Material and Information Handling
3. CTRNet SOP: 8.1.00 Biohazardous Material Waste Management

4.0 ROLES AND RESPONSIBILITY

The SOP applies to all qualified tumor bank personnel at the collection centers and tumor repositories that are involved in the destruction and disposal of human specimen material

Tumour Bank Personnel	Responsibility/Role	Site Specific Personnel and Contact Information
Tumor Bank manager/Director	Determines when a sample needs to be disposed of	
Tumor Bank Technician/coordinator	Discards sample in safe manner	

5.0 MATERIALS, EQUIPMENT AND FORMS

The materials, equipment and forms listed in the following list are recommendations only and may be substituted by alternative/equivalent products more suitable for the site-specific task or procedure.

Materials and Equipment	Materials and Equipment (Site Specific)
Biohazardous disposal bags and equipment	
Gloves	
Inventory system and database	

6.0 DEFINITIONS

Biohazard: Microbial or antigenic entities presenting risk or potential risk to the well-being of man, other animals, or plants, either directly through infection or indirectly through disruption of the environment.

Biohazardous Material: Any substance which contains or potentially contains biohazardous agents.

Destruction of Human Speciment Material

Human Anatomical Waste: Waste that consists of human tissues, organs and body parts, including those parts that have been preserved, but excludes teeth, hair and nails.

Human Blood and Body Fluids waste: Waste that consists of fluid blood, blood products and body fluids used for diagnosis or removed during surgery, treatment or autopsy.

Safety: Processes, procedures and technologies to ensure freedom from danger or harm.

7.0 PROCEDURES

Use institutional safety procedures for handling human biological material which is considered biohazardous.

7.1 Confirmation of disposal and preliminary operations

1. When asked by the Manager/director to dispose of samples confirm the identity of the samples.
2. Remove and shred all labels if needed.

7.2 Destruction of frozen tissue

1. Retrieve samples from storage facility.
2. Leave samples in storage vials or cryomolds.
3. Place sample in the autoclavable biohazard bag.
4. Ensure that bag containing waste is incinerated or disposed of by a company with a license to do so.
5. Record that sample has been discarded so as to update inventory systems.

7.3 Destruction of blood samples

1. Retrieve blood samples from storage facility.
2. Dispose of tubes in the biohazardous waste bag for incineration or adequate disposal as per institutional procedure.

8.0 APPLICABLE REFERENCES, REGULATONS AND GUIDELINES

1. Best Practices for Repositories I. Collection, Storage and Retrieval of Human Biological Materials for Research. International Society for Biological and Environmental Repositories (ISBER). <http://www.isber.org>
2. Canadian Council of Ministers of the Environment “Guidelines for the Disposal of Biomedical Waste in Canada” CCME-EPC-WM-42E

9.0 APPENDICES

None