



Biorepository Management Committee

Document History

<i>Document Number</i>	<i>Bio: Policy: 1</i>
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<i>Version</i>	<i>1.3</i>
<i>Date</i>	<i>19.02.2019</i>
<i>Review Date</i>	<i>19.02.2020</i>
<i>Approved by</i>	<i>Kevin Corke</i>



The
University
Of
Sheffield.

Mission

To deliver high quality, safe sample storage, with detailed record keeping and quality control measures that complies with the Human Tissue Act 2006, Trust and University policies.

Biorepository Facility Management

1. Terms of Reference

The Biorepository staff meets weekly under the chairmanship of the biorepository director. The main purpose of these meetings is:

- To oversee the management of the Biorepository.
- To develop and monitor implementation of codes of practice.
- To help ensure the tissue banks readiness for inspection by the Human Tissue Authority
- To ensure that strategies are in place to manage risk.
- To address issues reported to the Biorepository.
- To report at least to the University HTA committee during regular meetings.

2. Membership:

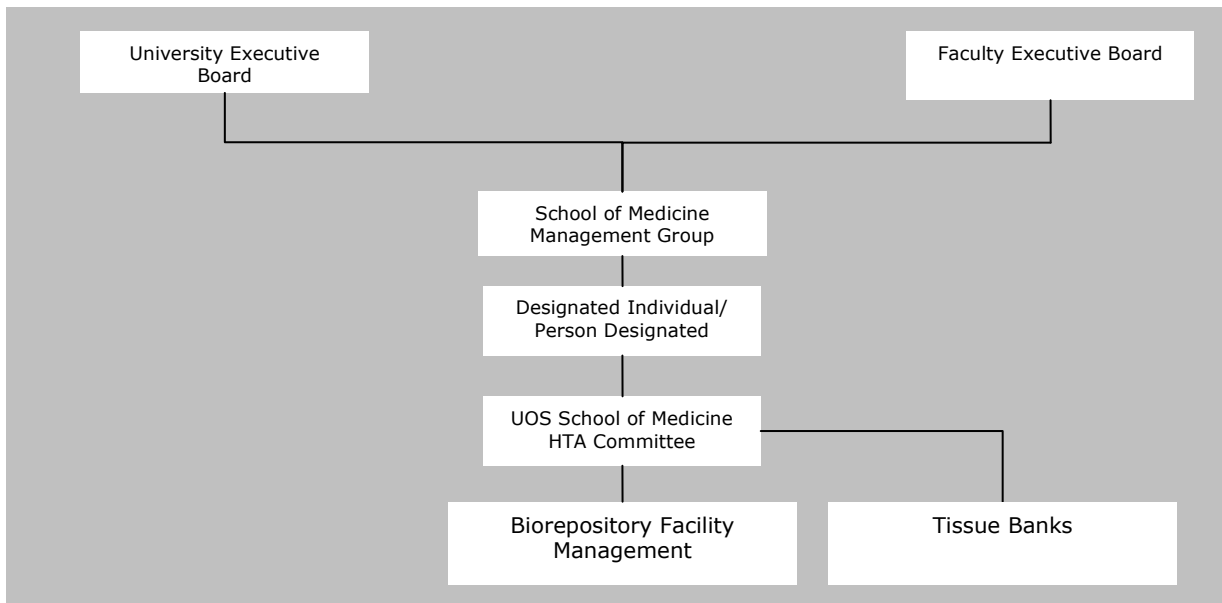
Dr Franco DiGiovine
Mr Steven Haynes
Miss Ella Morton

Biorepository Director
Biorepository Manager
Biorepository Technician

Associated staff present:
Miss Ciara Woodcock
Mrs Helen Murden
Miss Claire Bradshaw

Core Facility Technical Staff
Core Facility Technical Staff
Core Facility Technical Staff

2. Reporting Structure



3. Staffing

Biorepository Director

Responsibilities include:

- Overall responsibility for the management of the Biorepository.
- Together with the Facilities Manager, to liaise with users and develop a functional facility that supports research and which, where required, functions within the regulations of the HTA.
- Compliance with current local and national regulations, with guidance from the UoS HTA Committee.
- Ensure the Biorepository's short and long-term financial stability.
- Ensure that a quality management system (QMS) is in place.

Facility Manager

Responsibilities include:

- Responsible for the day to day management of the Biorepository and its staff
- Compliance with current local and national regulations, with guidance from the UoS HTA Committee.
- Development of cost-recovery strategies to ensure the Biorepository's short and long-term financial stability.
- Ensuring standard operating procedures (SOPs) are in place for all the Biorepositories procedures.
- Serving as a liaison to key users.

Technical Staff

Responsibilities include:

- Maintaining the day to day running of the Biorepository
- Collection, processing and banking of collections
- Adherence to the Biorepositories policies and procedures
- Ensure that requests for specimens are met in a timely fashion.

4. Associated Documents

	Document	Document Reference
1		
2		
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