



Standard Operating Procedure: Material Transfer Agreement for transfer of Human Tissue

Document History

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This SOP has been produced in accordance with the Human Tissue Act 2004 and the Codes of Practice issued by the Human Tissue Authority. This SOP will outline the procedure to be followed when a Material Transfer Agreement (MTA) is required to cover the transfer of human tissue.

Definition & Background

The Law governing the transfer of tissue is the Human Tissue Act 2004. Any tissue transferred into or out of Biorepository for the purposes of medical research will be transferred, handled and stored in accordance with the Codes of Practice issued by the Human Tissue Authority under the Human Tissue Act 2004.

An MTA is required when 'relevant' material, as defined in the Human Tissue Act is transferred out of (or into) Biorepository. Generally this involves any material that contains cellular material, such as tissue samples, whole blood and urine but excludes DNA/RNA, serum and plasma. Note that University policies regarding other materials should be adhered to.

An MTA is a contract that governs the transfer of one or more materials from the custodian of the material to a recipient (researcher or an organisation) wishing to use the material for research purposes.

Where another contract is to be used, for example the model agreements, it may be necessary to either additionally sign an MTA or insert the main terms of the University template MTA to outline the transfer and receipt of relevant material as an appendix, as per discussion with the HTA Lead.

In general an MTA will cover:

- Permitted use of the material
- Ownership of the material
- Access to the results of the materials used
- Confidentiality
- Indemnification/warranty
- Governing Law

Incoming MTAs

The provider of a relevant material will usually have an MTA which they will require the recipient (UoS) to sign. If no such agreement exists, then an agreement should be put in place before the material is received in to Biorepository.

Outgoing MTAs

All relevant material transferred out of Biorepository must be approved by the Research Department and an MTA must be signed by both University and the receiving party.

Procedure

Details of the University process and relevant forms and example MTA can be found at:

<https://www.sheffield.ac.uk/rs/contract/mta>

3. Associated Documents

	Document	Document Reference
	Storage & Distribution	BIO:SOP:04