SOP 010: SOP for Sample/Specimen Transfers

Purpose

To document the procedure for transferring samples and specimens between sites that conduct research approved by HAUREC

Scope

This SOP applies to the HAUREC administrative team, HAUREC chairperson, HAUREC members and investigators conducting research approved by HAUREC

Responsible Persons

HAUREC administrative team, HAUREC chairperson and the investigators

Background

As part of preparatory work before conducting research, the investigators must ascertain the capacity of the research site to carry out all the required investigations required by the proposed research. Where such capacity is non existent or inadequate at a number of sites, the investigator may consider collaborating with other sites to perform some of the required investigations. In such a situation, the investigator may have to transfer samples or specimen to sites having capacity to perform the investigations It is advisable that before considering transfer to sites abroad, the investigator, their sponsor and collaborators must ascertain that in country capacity to perform the required investigations is inadequate or does not exist. The only exception to this is when the samples are being transferred for quality assurance. Investigators, their sponsors and collaborators are encouraged to build, develop and strengthen local capacity to perform the investigations being proposed for the study.

Procedures

I. In reviewing research protocols involving storage, exchange or transfer of human biological materials, the reviewers need to ensure that the following issues are addressed;
    a. The consent process addressed issues regarding storage, exchange and transfer of the samples
    b. Future studies to be conducted on the sample, who will conduct them and where they will be conducted
    c. Concerns of privacy
    d. Genetic studies
    e. Where the samples are to be stored and for how long
    f. How samples may be withdrawn by the participants

II. When the reviewers are satisfied with the above, they should ensure that the investigator is notified of the requirements of the Uganda National Council for Science and Technology Guidelines on "Procedures for Exchange/Transfer of Human Biological Materials" that stipulate the following steps for the exchange and transfer of materials for research purposes.
    a. The research projects that involve the exchange or transfer of human biological materials shall first be registered and approved by UNCST
    b. Applicants must be a legal resident of Uganda or an affiliate of a local legally recognized institution
    c. A request for the exchange or transfer of human biological materials shall be made in writing to the Executive Secretary UNCST
    d. A Material Transfer Agreement (MTA) and any other document related to the exchange or transfer of the materials shall accompany the request