Quality of Life and Management of Living Resources

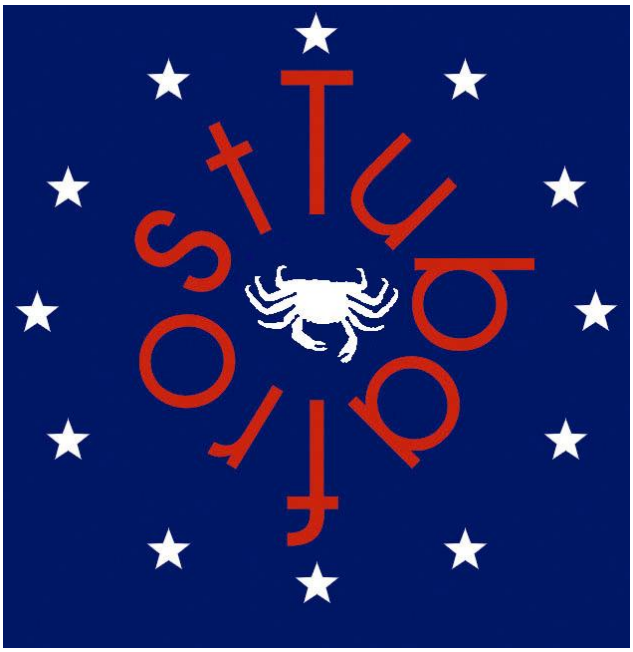
European Human Frozen Tumor Tissue Bank

TUBAFROST

QLRI-CT-2002-01551

Deliverable D 6.2

Policy and rules for monitoring and use of banked tissues in research



Introduction and proposal:

The purpose of the present deliverable is to establish which rules are necessary for better use and control of banked tissues for research purposes.

As was decided by the TuBaFrost consortium at the Vienna meeting and as was already indicated in Deliverable 6.1, the samples available in the European Human Frozen Tumor Tissue Bank Network will remain at the collector institutes. Hence, the authority and responsibility for the tissue falls under the collector and the final decision as to the destination of the stored tissue will remain with the collector institutions. This means that collector institutions will need enough information regarding requestors and their research proposals to decide whether to provide the stored tissues.
Instead of developing a review system, as was proposed in task 6.3, an alternative method must be developed to get sufficient information on the requestor in an efficient way. Therefore, an extended Tissue Request Form is introduced, for which rules are established in this deliverable.

Tasks:

6.2. To set rules concerning quality control, validation of histo-pathological diagnosis, and protocols for representative digitisation and minimal data sets to accompany the samples.

6.3. Develop a review system for proposed research, is replaced by the development of a tissue request form.

Preliminary considerations

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The present deliverable has the aim of providing collector institutions with a series of practical tools for a better use and control of the stored tissues. In order to define these tools, a questionnaire (Annex I) was sent to the TuBaFrost Consortium members (March 2004) and then discussed in the last TuBaFrost meeting (Oxford, May 2004). This questionnaire centred in three points:

a. Tissue request form.
b. Recommendations for sample transportation between collector and requestor institutes.
c. Quality control.

a. Tissue request form

The *tissue request form* (TRF) should provide enough information for collector institutions regarding requestor institutions and research proposals in order to facilitate their choice for the use of the stored tissue.

In the central database, tissues can be searched and selected. A shopping cart as used by many Internet shops will mediate the selection of tissue. In the case of ordering frozen tissue a more appropriate name is chosen, the shopping cart is called “cryo-cart”. The TuBaFrost consortium decided that the TRF is to be a web-based form for the requestor institutes, which will be presented when the contents of the cryo-cart is requested. The TRF is to be incorporated in WP 4 .

Once these forms are completed and submitted to the Central Database, the system will automatically generate e-mails to the Steering committee and the collectors involved in the request (recognized using the TuBaFrost tissue ID). The collectors will use the information, on the form, to decide whether to participate in the research proposal as was decided by the TuBaFrost Consortium (See Annex II for schematic representation of the Tissue Request Process).

Items that will be included in the web based TRF:

1. ***Principal Investigator.*** Already known from registration on the web site and login procedure and will be automatically added to the request mail.

2. ***Requestor Institute.*** Full address.

3. ***Number of samples necessary to carry out the research proposal***. In order to avoid requestors asking for more tissues than they need, the researcher should indicate the number of samples that will be required to perform the research. This item will limit the amount of samples that can be added to the cryo-cart.

4. ***List of chosen samples***. The requestor will use the search engine to select those stored samples of interest. The search engine will incorporate the “cryo-cart” option to be included in the web based TRF. The TuBaFrost ID as defined in Deliverable 3.1 will identify the samples.

5. ***Description of the research project and experiments to be performed***. This field is restricted to 250 words and must be in English. The requestor will have the possibility to upload a pdf version of the research project (at the same time as completing the tissue request form).

6. ***Acquired approval of the Local Medical Ethics Commission or Multi-centre Research Ethics Committee,*** whenever is necessary according to regulations applicable to the requestor institute. This item will appear in the TRF as a YES or NO question.

7. ***Number of the approval of the Local Medical Ethical Commission MEC or Multi-centre Research Ethics Committee MCREC***.

8. ***Address of the Local MEC or MCREC***.

9. ***Comments of the Local MEC or MCREC***, when available.

10. ***Is additional clinical patient data required?*** Possibility of requesting further clinical patient data only for research purposes as new data might have become available after the tissue was inserted in the Central Database. With this item in the TRF, the requestor will inform the collectors of the need of additional data on requested samples once the experimental study has begun. As the on-line tissue data-entry method is going to be used, the additional information can be updated in the tissue record on the Central Database system. The TuBaFrost Consortium recommends that the requestor should be informed of the possibility of acquiring additional data before the collector gives their samples. <u>For this purpose, a box indicating the possibility of providing additional data will be included in the tissue record on the Central Database System (?)</u>.

11. Research activities of the requestor:

    a. ***Publications in the last five years*** (only the five most important).
    b. ***Most relevant publications related to the project research*** (only the five most important).
    c. ***Summary of the scientific activities***. The knowledge of the scientific activities of other institutions might open up the possibility of future collaborations between collector and requestors, including those not related with the proposal of the project.
    d. ***Others.*** Any other information that the requestor thinks important or relevant for the collector to make a choice.

12. ***Expected benefits derived from investigation***.

13. ***Is there any possibility that the project will lead to a patent application or is it part of a larger project aimed at a patent application?*** If YES, TuBaFrost Consortium recommends an extended tissue transfer agreement between the requestor and all collectors implicated in the research proposal, covering the patent expected.

14. ***Financial support for the project indicating the financing bodies: government, pharmaceutical industry, private funds, others***.

General considerations:

- The requestor institutes will receive a TuBaFrost number for their requests and they can follow the progress of the request on-line.

- The collector institutes, which have been requested to issue tissue, get the opportunity to consult the TuBaFrost collectors, which are also involved in the same request in order to take an adequate decision. Therefore, the e-mail generated to the collector implicated in the tissue request will include the e-mail address and the contact names for all those collecting institutions implicated in the same request.

- The time for the collector's decision is one month, if, however, more time is needed the requestor should be notified.

- Once the collector has taken the decision concerning the request, they should not only inform the requestor, but also the other collectors involved in the request and the TuBaFrost Steering Committee.

- The TuBaFrost Steering Committee will provide a TuBaFrost transfer agreement, which can be used in the tissue transfer, and a recommendation for adequate frozen tissue transport through the TuBaFrost web site.

- As specified in the TuBaFrost transfer agreement, the requestor will commit to acknowledging TuBaFrost in any future publication AND requestor will inform the TuBaFrost Steering Committee about any subsequent publications (including congress communications) using tissue/data provided by TuBaFrost.

- The TuBaFrost Steering Committee will publish the links of the publications prepared with TuBaFrost tissues, with the honorable mention of the collectors involved on its web site.

b. Recommendations for sample transport between collector and requestor institutes.

Transport of banked tissues between collector and requestor institutions must guarantee the quality of the frozen samples and falls under the agreements made between collector and requestor.

- The collector institutes will be responsible for organizing the sample transportation to the requestor institute. However, the requestor will assume the total costs.

- The TuBaFrost office will offer information regarding specialized companies through its web site. All these companies should offer specialized services for medical or bio-products transportation. Examples of these companies might be: DHL or World Courier, which have offices in almost all European countries.

- The TuBaFrost Consortium recommends isothermal boxes containing dry ice for sample transportation between collector and requestor institutes. The quantity and quality of the dry ice should be sufficient to guarantee the good preservation of the frozen samples during the time of transport. Alternatively an agreement between the transporter and the collector can be made on refilling the dry ice after certain periods of time.

- The TuBaFrost Consortium recommends that the minimum time for the transportation of samples will always be less than 72h and the collector institutes will keep in mind that samples should not be sent on Friday due to weekend post not existing in most countries.

- The container must be provided with a warning indicating that, although the TuBaFrost network attempts to avoid supplying tissues contaminated with highly infectious agents such as hepatitis and HIV, all tissues should be handled as if potentially infectious.

- Banked samples should be transported in clearly marked cryovials on which the TuBaFrost tissue ID must be perfectly readable (in accordance with deliverable 3.1).

- Each sample should be mentioned on an enclosed datasheet together with the minimal dataset. The collector can print this out from the online central database and send it together with the material, or the researchers will be able to view or print out this minimal data set directly from the central database online.

- The collector and requestor institutes will have the possibility of submitting a problem feedback report to the TuBaFrost Steering Committee and the involved collectors. This report will be online based and will contain the following items:

  - Request Number.
  - TuBaFrost code for each sample.
  - Requestor and collector institutes involved, with contact names.
  - Principal researcher.
  - Date of request.
  - Clear description of the problem.

c. Quality control

As previously indicated in WP 3 (Deliverable 3.1), quality control is only a part of the final goal of the quality policy.

- Quality controls must be applied to each local tumor bank participating in the TuBaFrost network by means of what is decided in WP 3.

- The TuBaFrost Steering Committee will make these rules available on the TuBaFrost web site.

- The data accompanying the samples on transfer should be at least the data sent to the central database. In addition, all data supplied will include the TuBaFrost ID. The collector, on agreement between collector and requestor, can supply other non-identifying data coupled to the TubaFrost ID number.

- The TuBaFrost Steering Committee is authorized to ask collectors for an evaluation report on quality issues, or even audit collector institutes on suspicion of not following the quality control procedures based on submitted problem. However, TuBaFrost Steering Committee merely mediates and provides guidance with respect to the quality of the tissue and the exchange program in general, but is not responsible for the quality of the tissue or data provided to the requestor.

- In case the quality control appears to be not up to standard and no improvement in quality control is to be expected, the TuBaFrost Steering Committee can stop collaboration with the collector. The decision to stop collaboration with a collector will be made by the TuBaFrost Consortium as a whole.

- The TuBaFrost Central Database system will have an online tool that allows the central office to monitor quality control programs.

Annex I:
Questionnaire for Deliverable 6.2

Deliverable 6.2: Policy and rules for monitoring and use of banked tissues in research (Deadline May 2004)

Two tasks need to be undertaken to carry out this deliverable:

Task 6.2:

To set rules concerning quality control, the validation of histo-pathological diagnoses, and the design of protocols for representative digitization and minimal data sets to accompany the samples.

Task 6.3:

To develop a review system for proposed research.

As was mentioned at the last TuBaFrost Meeting (Vienna, December) and in the Deliverable 6.1, task 6.3 would be redundant for the reason that the TuBaFrost Consortium decided that the tissue collecting institutes must carry out this task on their own initiative.

The objective of the present questionnaire is to establish which rules are necessary for the better use and control of banked tissues for research proposes. In this regard, several points need to be discussed:

a. Tissue request form.
b. Recommendations for sample transportation between collector and requestor institutes.
c. Quality control.

Please, in case of multiple choice, remove the between brackets given alternative(s) you don't want and in case of comment just take as much room you need over the presented line if possible in another color than black.

a. Tissue request form

In WP 4 it was decided that the tissue requests will be done through a web based form for the requestor institutes. The filled out form will generate e-mails to the central office and the involved collectors (recognizable in the code numbers of the samples). The collectors will use the information, filled out in the form, to decide to participate in the suggested research or not. To make this process as smooth and as inexpensive as possible

For this reason, the request form should have enough information about the requestor institutes proposals in order to make the best choice about the destination of the banked tissues. We have to decide which items must be included in the form.

We have put together a list of items, which items you consider should be included (+) and which are redundant (-) in the Tissue Request Form?

- Principal Investigator/Requestor Institute. (+/-)
- Include inventory number for the chosen samples as defined in Deliverable 3.1. (+/-)
- Possibility of requesting other clinical patient data only for research purposes. (+/-)
- Description of the research project and experiments to be performed. (+/-)
- Acquired approval of the Local Medical Ethics Commission (+/-)
- Number of the approval and address of the commission (+/-)
- Research activities of the requestor:

  Publications in the last five years. (+/-)

  Most relevant publications related to the project research. (+/-)

  Summary of the scientific activities. (+/-)

  Others. (+/-)_____
- Expected benefits derived from investigation (+/-)
- Financial support for the project indicating the financing bodies: government, pharmaceutical industry, private funds, etc. (+/-)
- Viability of the project. (+/-)
- Others (+/-), Any other comment: _____

Do you think that the collector institutes can request the opinion of other TuBaFrost members in order to take an adequate decision and that information concerning other

approached collectors with the appropriate e-mail addresses of contact persons for the request is included in the e-mail generated for the collectors? (YES/NO)

How much time should be allowed for the collector institute to make a decision? (One week/Two weeks/Three Weeks/One month/Other_____)

Once the collector institute has taken the decision concerning the request, the collector should send word not only to the requestor, but also to the other collectors involved in the request and the central office. (YES/NO) Other: _____

The TuBaFrost Steering Committee will provide a Tubafrost transfer agreement, which can be used in the tissue transfer, and a recommendation for adequate frozen tissue transport through the Tubafrost web site. (YES/NO) Other: _____

b. Recommendations for sample transport between collector and requestor institutes.

Transport of banked tissues between collector and requestor institutions must guarantee the quality of the frozen samples and falls under the agreements made between collector and requestor.

Banked samples should be transported in clearly marked cryovials on which the ID to or the Tubafrost inventory number itself must be perfectly readable.

The container must be provided with a warning indicating that, although the TuBaFrost network attempts to avoid supplying tissues contaminated with highly infectious agents such as, for instance, hepatitis and HIV, all tissues should be handled as if potentially infectious.

Each sample should be accompanied with a minimum data sheet (see below).

The requestor institute should cover the transportation costs.

Do you agree to the above mentioned recommendations for transport (YES/NO) Comment:

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Questions concerning transport recommendations that remain to be solved:

- Which kind of containers and transport medium can be employed?

  Dewar/Isothermal boxes/Liquid nitrogen/Dry ice/Other : _____
- Which must be the minimum time for transporting the samples?

  24h/48h/Other: _____

The collector and requestor institutes must have the possibility to submit a problem report to the TuBaFrost Steering Committee This report should contain the following items:

- Involved requestor and collectors institute, with contact persons.
- Principal researcher
- Date of request
- Clear description of the problem.

Data susceptible to change between the time of freezing and research must be submitted to the Central Tumor Bank Data Base for updating.

c. Quality control

As previously indicated in WP 3 (Deliverable 3.1), quality control is only a part of the final goal of the quality policy.

A quality policy would be applied in each Hospital of the Tumor Bank by means of what is decided in WP 3 by the Central Office of the network.

The TuBaFrost Steering Committee will make these rules available on the Tubafrost web site.

The data accompanying the samples on transfer should be at least the data send to the central database. In addition, data should be supplied to identify the delivered samples with the Tubafrost ID. The collector on agreement between collector and requestor can supply other non-identifying data.

The TuBaFrost Steering Committee is authorized to ask collectors for an evaluation report on quality issues or even audit collector's institutes on suspicion of not following the quality control procedures based on submitted problem.
In case the quality control appears not up to standard and no improvement in quality control is to be expected, the central office can stop collaboration with the collector.

Do you agree to the above-mentioned rules for quality control (YES/NO)
Comment:

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Annex II:
Schematic Diagram of the Tissue Request Process.