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| Loughborough University | **Document Change Note** | | | |
| **The Centre for Biological Engineering** |
| Document Ref: HTA-QS-FORM/003 | Version No: | 1.0 | Issue Date: |  |
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| **DCN No: CBE-HTA/DCN/0002** |  | | | |

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| **Document Reference(s):** | **Document Title:** | | | | **Current**  **Version No:1** |
| **HTA-PR-004** | Receipt and Storage of HTA Licenseable material | | | | |
| **Reason for**  **and overview of the change requested:** | Following an HTA inspection audit in July 2018 it was identified that we needed a system for being able to label frozen samples and ensure that information written on any sample vials could be cross matched with Pro-curo.  Therefore the SOP has been updated to highlight the importance of labelling and to signpost people to the labels available. | | | | |
| **Revision Category:** |  | All personnel performing this procedure/process must read this version & complete the necessary training | | | |
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|  | No significant changes to document content – no requirement for personnel performing this procedure/process to read this version or complete training | | | |
| **Systems effected by change:** | All personnel working with HTA material will need to read this revised version of the SOP and update training files.  Training has been updated to include this information. | | **Other Changes required to implement:** | None.  New labels have been purchased . | |
| **Date:**  **11/02/2019** | **Raised by:**  **C.Kavanagh** | | **Date:**  **11/02/2019** | **Approved by (dQM):**  **C.Kavanagh** | |