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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/00019** |  |

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| **Document Reference(s):** | **Document Title:** | **Current****Version No:1.0** |
|  | All CBE HTA Policies & SOPS  |
| **Reason for** **and overview of the change requested:** | T208b in the Wolfson School was a CL2 Biological Laboratory & historically was used for 2 projects involving HTA material & was therefore added to the CBE HTA policies & SOPS as locations of work.However, as of July 2024 the T208b Biological laboratory has been decommissioned for use as a Biological Laboratory & no further HTA work will be conducted in there.All effected policies & SOPs will be updated to reflect this change at the next review date ( January 2026). It would be an inefficient use of time to do this now since the review has only just been completed. The removal of a location from the documentation does not affect our high standards of care & compliance for the HTA material we hold within the Centre for Biological Engineering.No HTA material was present in the laboratory prior to it closing so no material requires to be transferred.  |
| **Revision Category:** |[ ]  All personnel performing this procedure/process must read this version & complete the necessary training |
|  |[ ]  All personnel performing this procedure/process must read this version |
|  |[x]  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:** | None. Documentation only. No material was being held at time of the lab closing.  | **Other Changes required to implement:** | Update of Documentation in January 2026. |
| **Date:****17th June 2024** | **Raised by: C.Kavanagh**  | **Date:****17th June 2024** | **Approved by :** **R. Thomas ( Person Designate)****K. Coopman ( Designated Individual)**KC Signature |