ULSTER UNIVERSITY

HUMAN TISSUE ACT HTA SOP: 019 (v2)

STANDARD OPERATING PROCEDURES (SOP)

TITLE: WebReact Freezer Monitoring Software

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Author: K Thomas
Reviewers**:** Keith Thomas

	Name	Signature	Date
Approved by	Dr K Burnett (Designated Individual)		27/10/17

Updated/reviewed biennially
A replacement cover page is completed and signed off after each review.

Table of Contents

1. PURPOSE

The purpose of this SOP is to ensure that integrity of the material stored within the freezers is maintained in the event of a freezer alarm/failure by correct use of the WebReact freezer monitoring software.

2. SCOPE

This SOP applies to all personnel within any Ulster University Research Institute (RI) and/or C-TRIC with material stored within the freezers, all Technical staff with duties relating to freezers or their designee in the event of their absence and all Ulster University security personnel.

3. DEFINITIONS

Members of the University	Any member of staff or student of the University
Designated Individual (DI)	Member of staff with overall responsibility within the University for the implementation and maintenance of procedures to ensure compliance with the Human Tissue Act
Person Designated (PD)	Member of staff with responsibility for ensuring compliance with the University's procedures under the Act within a particular area/school/research institute
Technical Services Officer (TSO)	Member of staff with responsibility for ensuring compliance with the University's procedures under the Act within a particular area/school/research institute
Researcher	Member of the University or other individual involved in the conduct of a research study
C-TRIC (Clinical Translational Research & Innovation Centre)	Research premises on Altnagelvin Area Hospital site which is authorised to store relevant material under HTA licence held by University of Ulster
Relevant Material (RM)	Material, other than gametes, which consists of or includes human cells
Material regulated under the HTA licence	• Any human cellular material the use of which is regulated by the Human Tissue Act Any body parts or organs • Whole blood • Separated red blood cells • Separated white blood cells • Buccal swabs • Tissue blocks • Microscope slides containing any human cells • Embryonic stem cells • Biopsies • Any human bodily fluid or waste product that might contain cells including: Saliva

	Tears Milk Faeces Urine Sputum Plasma • Human cell lines that have not undergone a mitotic division outside of the host • Stomach contents • Platelets
Material not regulated under the HTA licence	• All Quality Assurance material • Gametes – Human Fertilisation and Embryology Authority Licence required • Embryos and foetal tissue outside the human body - Human Fertilisation and Embryology Authority Licence required • Hair and nail from a living person – unless you are extracting DNA • Proteins • Peptides • Extracted DNA • Extracted RNA

4. RESPONSIBILITIES

DI	To ensure that all individuals who store or wish to store relevant material are aware of the procedure to be followed in the event of freezer breakdown notified by WebReact
Chief and other Technicians	To ensure that they are familiar with and follow the appropriate procedure
Head of University Security	To ensure that security staff are aware of and follow the appropriate procedure
Researcher	To ensure that any freezer breakdown is reported as a matter of urgency

5. PROCEDURE

5.1. Accessing the WebReact Software

5.1.1 Where to locate the software:

a. Using any internet enabled device.
b. Open any up-to-date internet browsing program.
c. In the address bar type the following address: uoucol.webreact.co.uk.

5.1.2 Logging into the software:

a. You will be prompted for a user name and password.
b. Enter these details if you have an account to access WebReact; if not contact Scientific Assistant – Cell Technologies or Technician – NICHE to have an account created.

c. Once you log in if the system is in an alarm state you will notice the top bar flashes orange and purple.

5.2. Alarm States

5.2.1. **WebReact Autodialer Alarm:**

a. In the event that a freezer goes outside of predefined temperature limits; an alarm state will be generated.
b. The time that the alarm state is generated will determine who the system contacts and in what order.
c. A rota of nominated staff who will be contacted in the event of an alarm is in place and will be maintained by the SA/TSO.
d. If outside of hours the system will also contact central security (except for C-TRIC) who will also contact users to ensure that the fault is rectified.
e. Security staff will continue to call nominated staff until they make contact with someone.

5.2.2. **If alarm state happens during working hours:**

a. Log into WebReact software as outlined in section 5.1 of this SOP.
b. On the first page you should see which freezer is in an alarm state as it will have an orange band over the text.
c. Click on the freezer to view the temperature graph for the freezer.
d. This should give an indication if the freezer has become faulty or if the freezer has been opened for an extended period of time.
e. Silence the alarm as outlined below in section 5.3 of this SOP.
f. Investigate the cause of the freezer alarm as per HTASOP11 Freezer Breakdown.

5.2.3. **If alarm state happens outside of working hours:**

a. Log into WebReact software as outlined in section 5.1 of this SOP.
b. On the first page you should see which freezer is in an alarm state as it will have an orange band over the text.
c. Click on the freezer to view the temperature graph for the freezer.
d. This should give an indication if the freezer has become faulty or if the freezer has been opened for an extended period of time.
e. Silence the alarm as outlined below in section 5.3 of this SOP.
f. If necessary attend onsite to investigate the cause of the freezer alarm as per HTASOP11 Freezer Breakdown.

5.3. Silencing an alarm in WebReact

5.3.1. **Silencing a freezer alarm**

a. Log into WebReact software as outlined in section 5.1 of this SOP.

b. Identify which freezer is alarming as outlined in section 5.2 of this SOP.
c. Whilst viewing the alarming freezer temperature graph click on the alarm -> summary button.
d. This will bring up a list of faults; any faults which require acknowledgement will have a check box on the left hand side of the fault.
e. Check the check box and this will take you to a new screen to leave a comment to acknowledge the fault.
f. This will prevent the system from further dialling other users.
g. There may be more than one fault which requires acknowledgement.
h. Acknowledge all faults one at a time and then click on overview -> campus to see if the fault is fully acknowledged.
i. This will be signified by the top banner no longer flashing orange and purple.
j. If the fault does not clear then whilst viewing overview -> campus click on alarm -> summary button.
k. This will show all faults on all freezers and RIOT boxes.
l. Acknowledge any faults as described above and then click on overview -> campus to see if the fault is fully acknowledged.
m. This will be signified by the top banner no longer flashing orange and purple.
n. If this does not remove the alarm state then please see section 5.3.2 of this SOP.

5.3.2. **Silencing a RIOT alarm**

a. Log into WebReact software as outlined in section 5.1 of this SOP.
b. Attempt to silence the alarm as detailed in section 5.3.1 of this SOP.
c. If this does not silence the alarm then there is probably a fault condition within the RIOT box.
d. To silence this firstly click overview -> Riot Status.
e. This will bring up a list of the RIOT boxes and the freezers attached to the RIOT box.
f. Any RIOT box which has an alarm condition will have an orange banner over the top of the writing.
g. Click on the alarming RIOT box and then click Alarm Status
h. This will open up a dialogue box to acknowledge the alarm.
i. Either click a predefined response or enter a response to the alarm and acknowledge the alarm condition.
j. Click overview -> campus to see if the fault is fully acknowledged.
k. This will be signified by the top banner no longer flashing orange and purple.

5.4. Disabling / Enabling an Alarm within WebReact

5.4.1. **Disabling an alarm within WebReact**

a. Log into WebReact software as outlined in section 5.1 of this SOP.
b. Go to the page for the freezer you want to disable the alarm for; to do this go overview -> then select the freezer from the drop down menu.
c. This will take you to the temperature overview page for the freezer.
d. At the top of the page you will see the option for Alarm enable with a drop down menu beside it.
e. To disable the alarm change this drop menu from yes to no.
f. Next click the Update button to save the changes.
g. This will save this action against your name.
h. This action should be taken if a freezer has broken down or if a freezer requires defrosting.
i. The WebReact software will continue to monitor the temperature of the freezer however will not dial out for any alarm conditions.
j. You must remember that you have deactivated an alarm and this must be reported to Scientific Assistant – Cell Technologies by email and once the situation has been corrected then you must enable the alarm as outlined in section 5.4.2 of the SOP.

5.4.2. **Enabling an alarm within WebReact**

a. Log into WebReact software as outlined in section 5.1 of this SOP.
b. Go to the page for the freezer you want to enable the alarm for; to do this go overview -> then select the freezer from the drop down menu.
c. This will take you to the temperature overview page for the freezer.
d. At the top of the page you will see the option for Alarm enable with a drop down menu beside it.
e. To enable the alarm change this drop menu from no to yes.
f. Next click the Update button to save the changes.
g. This will save this action against your name.
h. This action should be taken after a freezer has been repaired or after a freezer has been defrosted.
i. This must be reported to Scientific Assistant – Cell Technologies by email so that a record can be kept of this action.

5.5. Who to contact if problems with WebReact

5.5.1. **Who to contact if problems with WebReact**

Coleraine Campus:

a. Keith Thomas Ext:23883
b. Neil Dennison Ext:23991
c. Danny Coulter Ext:24104

C-TRIC Campus:

a. Barry Johnston Tel:02871611249
b. Vanessa Devine Tel:02871611198

Jordanstown Campus:

a. John Brown Ext:68008

All Campuses:

a. AAW – WebReact – Nick Atkins on 01635248589 or 07780480011

6. REFERENCES

Human Tissue Authority Codes of Practice

http://www.hta.gov.uk/guidance/codes_of_practice.cfm

https://www.myresearchproject.org.uk/

Available via the University portal:
University of Ulster Policy on Research using Human Tissue

University of Ulster Human Tissue Standard Operating Procedures

University of Ulster Research Governance Policy and Procedures

University of Ulster Research Governance (RG) forms

University of Ulster Research Ethics Committee Terms of Reference

University of Ulster School of Biomedical Sciences Quality Management System (QMS)

University of Ulster Health & Safety Policy and Procedures