

Human Tissue in Research HTA-SOP-QR Code Labels

1. Purpose

This standard operating procedure (SOP) is to explain how you can generate QR codes which will link to your research study documents and help with clear labelling on storage units containing human tissue.

As part of best practice, we would recommend that you write your contingency plans and save this document within your Staff OneDrive. You can then generate a small QR code to attach to your storage unit instead of printing and appending a large Word document.

2. Scope

Storage units containing human tissue should be labelled as such (refer to HTA CORE - SOP – Storage). In addition to this labelling, it is also best practice to have easy access to contingency plans in case storage units fail.

To avoid attaching several documents to the front of a storage unit, making it look cluttered and unclear to users, it can be better to use QR codes instead.

3. Process

We will use the creation of a contingency plan as an example; however, this can be applied to any document. You can download and adapt a contingency plan template document from the [Human Tissue Act](#) webpage under Research Governance.

Steps:

- Download and open HTA – Template – Storage Signs.
- Download and open HTA – Template – Contingency Plan.
- Amend the Templates to your needs and **Save** the documents to your OneDrive, this will allow you to create a ULR address later using the share function.
- Re-open your amended Storage Signs document in Word, click 'File' on the tab bar and then click on the "Get Add-ins" option, see Figure 1.

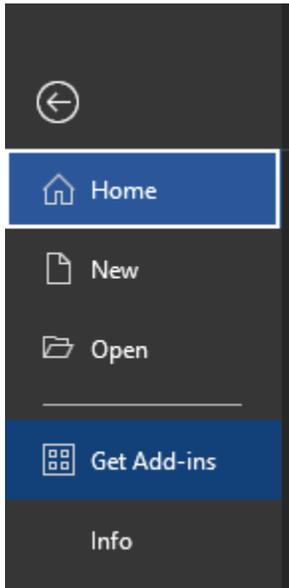


Figure 1: File menu displayed in Word document.

- Office Add-in pop-up window will appear. Type in the Search bar provided “QR4Office”, see Figure 2 below.

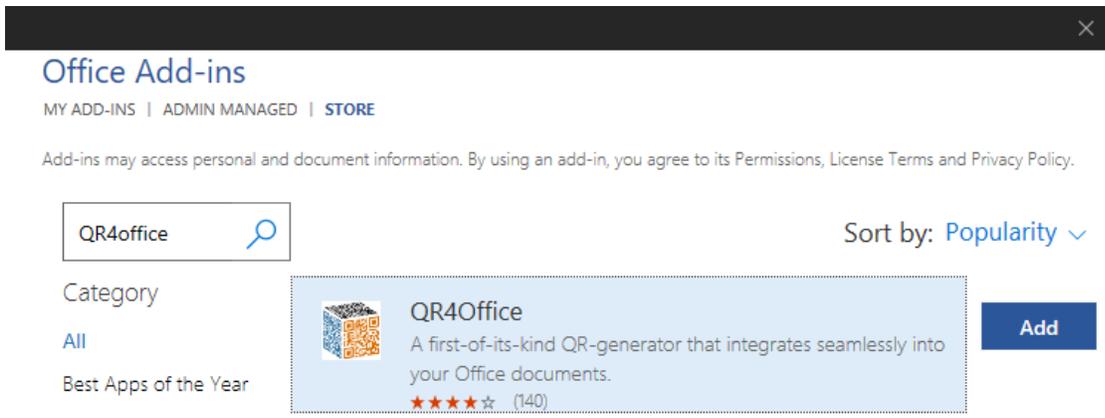


Figure 2: Screenshot of Office Add-ins pop-up window, and results of search for QR4Office.

- Click the ‘Add’ button to install QR4Office, see Figure 2.
- QR4Office will appear in your Word document as seen in Figure 3.

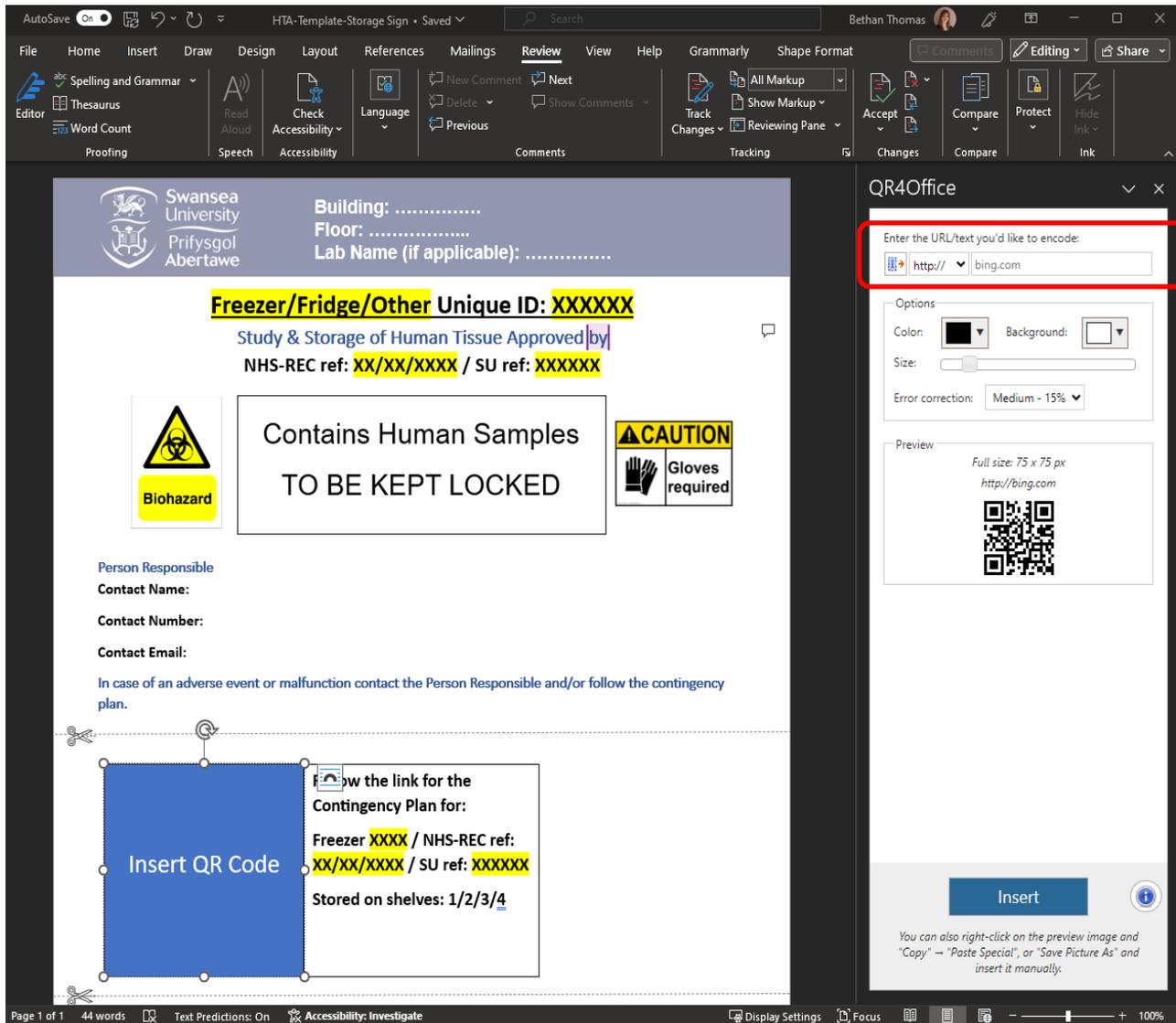


Figure 3: Screenshot of Word document with QR4Office add-in. Red square highlights where URL of your contingency plan should be pasted in.

- Leave the Storage sign document open but also open your folder to view your saved Contingency Plan document within OneDrive. Refer to Figure 4.

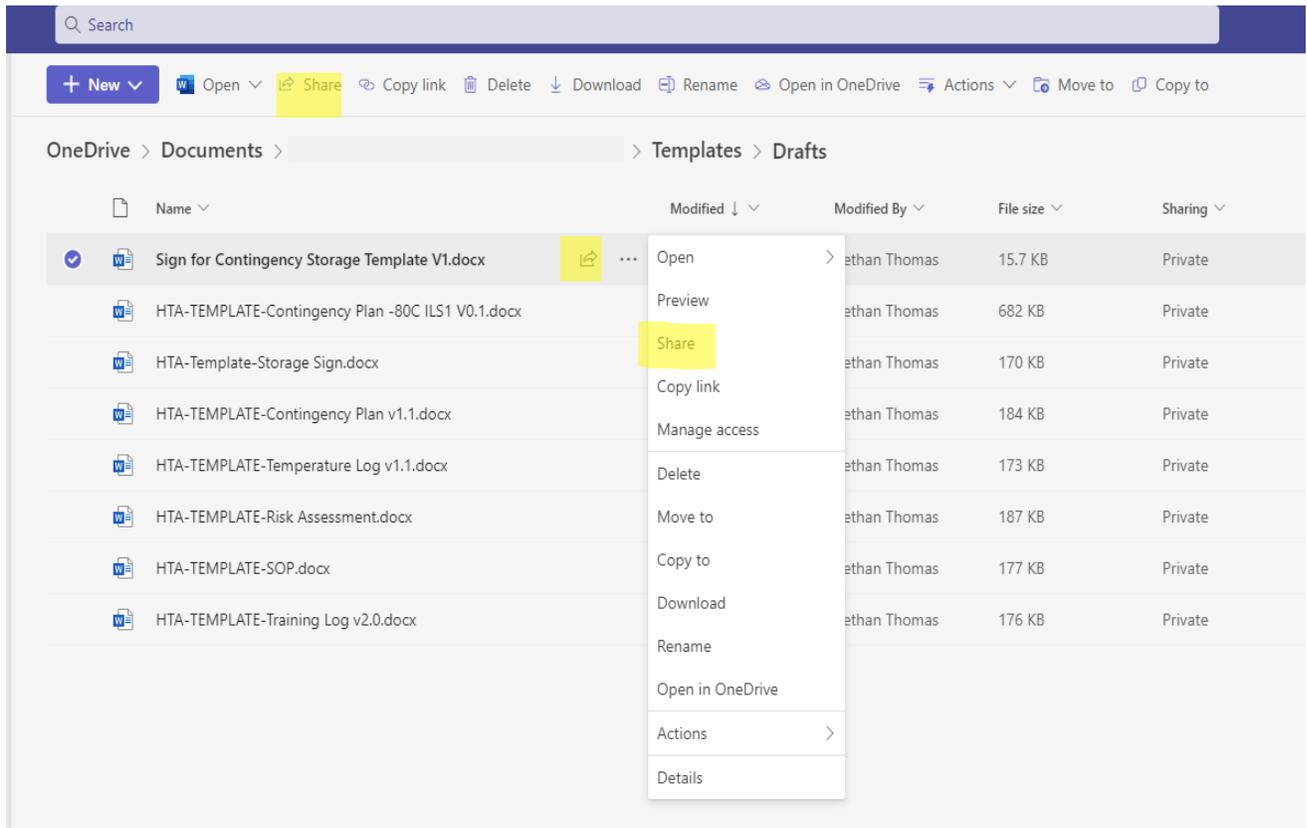


Figure 4: Screenshot of how to access the share function for any of your saved documents on OneDrive. Share functions all highlighted in yellow.

- Move your mouse over a saved document on your OneDrive and then click one of the highlighted 'Share' functions shown in Figure 4.

- A pop-up window will appear, click on the “Share setting” icon highlighted in yellow in Figure 5.

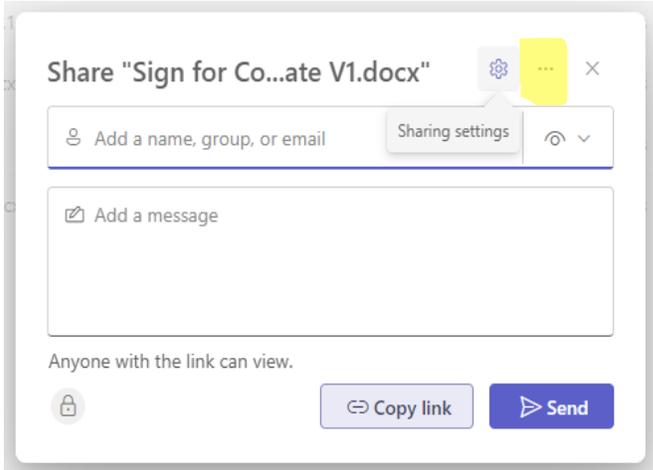


Figure 5: Screenshot of share function pop-u window highlighted in yellow Share setting icon.

- Once you have clicked the shared settings icon another pop-up window will appear. Change the “Share the link with” option to “People in Swansea University”. See Figure 6 below.

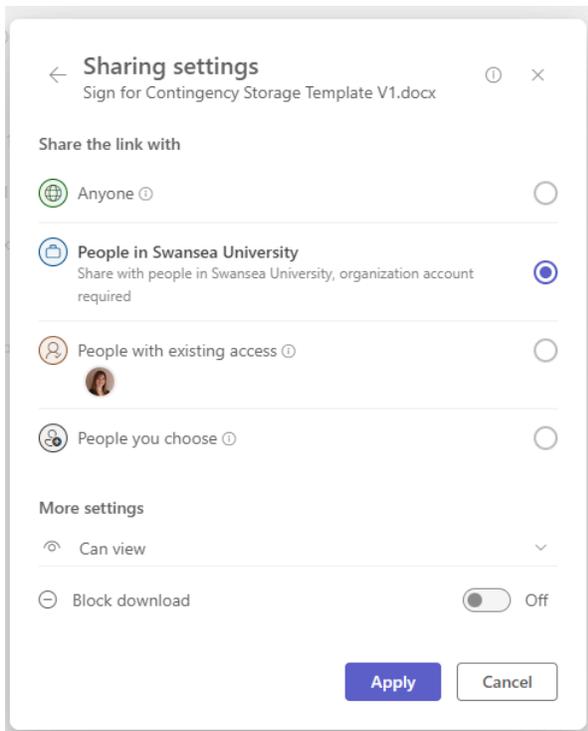
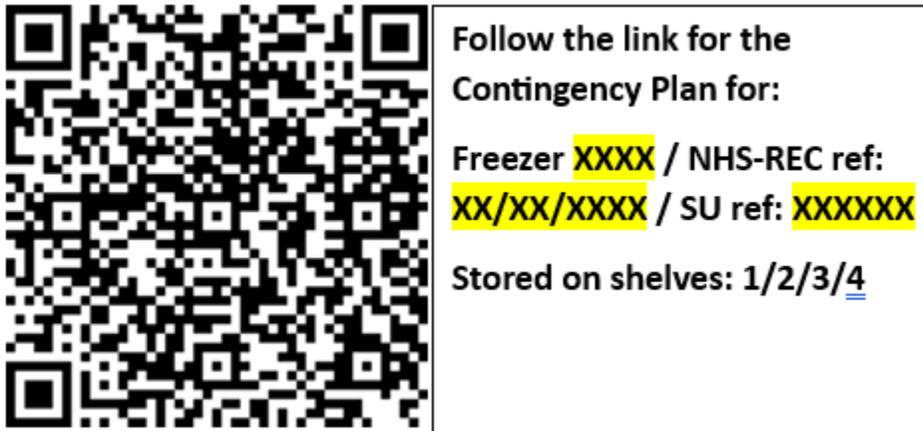


Figure 6: Screenshot of Sharing Settings pop-up menu.

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- Once you have changed the sharing settings to “People in Swansea University” click apply and then click the  button, refer to Figure 2.
- You can then paste the URL address into the QR4Office plug-in which you downloaded earlier and should still be open within your Storage sign document, see Figure 3.
- Paste the URL address into the QR4Office encoding bar to generate a QR code.
- Insert the generated QR code into the Storage sign document.

e.g.



- Print off all storage signs/labels to attach to your storage unit.



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- Document History

| Document History | | | | |
|------------------------|---------------------------|--|------------|----------------------|
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| 1.0 | 13/02/2024 | Effective Version | 0.1 | Bethan R Thomas & DI |
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| Author | Name and role | Dr Bethan Rhian Thomas Human Tissue Governance Officer (HTGO) | | |
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