**Starting Material Quality Technical Agreement**

Organisation: ATTC Network

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Contents

[Purpose of a ATMP Starting Material QTA 3](#_Toc119482854)

[Changes to the QTA: 3](#_Toc119482855)

[Ending the QTA: 3](#_Toc119482856)

[Roles and Responsibilities 3](#_Toc119482857)

[Regulatory Compliance and Quality Requirements 3](#_Toc119482858)

[Documentation and Document Control 4](#_Toc119482859)

[Facilities, Staff, Audits and Data 4](#_Toc119482860)

[Starting Materials used in Product Manufacture. 4](#_Toc119482861)

[Labelling 5](#_Toc119482862)

[Shipment 5](#_Toc119482863)

[Subcontracting 6](#_Toc119482864)

[Returns and Destruction of Materials 6](#_Toc119482865)

[Deviations 6](#_Toc119482866)

[Complaints and Recalls Associated with Product Quality 7](#_Toc119482867)

[Primary Quality Representatives 8](#_Toc119482868)

[Products covered in this agreement. 9](#_Toc119482869)

[Approved Third Parties 10](#_Toc119482870)

[*Appendix* 11](#_Toc119482871)

[Definitions / Acronyms 11](#_Toc119482872)

[Summary of Change 11](#_Toc119482873)

## Purpose of a ATMP Starting Material QTA

A Quality Technical Agreement (QTA) is required for the procurement of starting material for Advanced Therapy Medicinal Product (ATMP) manufacture. An ATMP Starting Material QTA describes the roles and responsibilities of the various parties; Procuring organisation, ATMP manufacturer, Courier, subcontractors etc. as described in UK Tissue and Cell Quality and Safety Regulations (SI 2007/1057), HTA Directions 002/2018, Blood Safety and Quality Regulations (SI 2005/50); and if interacting with the EU, EDQM Guide to Quality and Safety of Tissues and Cells (Chapter 2), EU Directive 2004/23/EC, Blood Directive 2002/98/EC; ATMP regulation1394/2007

A QTA is subject to the terms and conditions of the relevant Contract or Services Agreement. The aim of the QTA is to define the general conditions to be applied for donor testing, procurement, labelling and shipping of Starting Material. The QTA further defines the key principles of co-operation between the Supplier and the Customer with respect to quality management and regulatory compliance.

This QTA should not replace or override any existing business agreement, contract or service agreement in place between the Supplier and the Customer but serves to augment and clarify roles and responsibilities relating to quality and regulatory compliance. With respect to GMP quality and regulatory compliance in the event of any conflict between the terms of the QTA and the Contract or Services Agreement the terms of the QTA will prevail.

## Changes to the QTA:

Any changes to the information contained in the QTA must be approved in writing by the parties in advance. Thereafter such changes can be implemented by approving a new revision of this agreement.

## Ending the QTA:

This QTA will terminate upon termination of the relevant Contract or Services Agreement. However, the termination of the QTA will not relieve either party of its obligations regarding safe storage of data, documents and materials associated with activities described herein.

# Roles and Responsibilities

## Regulatory Compliance and Quality Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **Description** | **Supplier** | **Customer** |
| 1.1 | The Supplier will maintain a Tissue Establishment Authorisation (Licence) (Human Tissue Authority) for the activities detailed in the agreement. | X |  |
| 1.2 | All current UK and EU regulatory and statutory requirements relating to donor testing, procurement, labelling and distribution of the starting material as well as locally defined Standard Operating Procedures (“SOPs”) and specifications will be followed. | X |  |
| 1.3 | Relevant SOPs will be provided by the Supplier upon request. | X |  |
| 1.4 | All personnel involved in the donor testing, procurement, labelling and distribution will be appropriately qualified and trained. The training must be documented. | X |  |
| 1.5 | The Supplier will exercise overall quality assurance for the Starting Material, including mandatory donor testing for markers of infection. | X |  |

## Documentation and Document Control

|  |  |  |  |
| --- | --- | --- | --- |
| **2.** | **Description** | **Supplier** | **Customer** |
| 2.1 | All data and documentation generated during donor testing and procurement, labelling and distribution of the Starting Material will be recorded in compliance with GMP and UK Tissue and Cell Quality and Safety Regulations (SI 2007/1057), HTA Directions 002/2018, Blood Safety and Quality Regulations (SI 2005/50). | X |  |
| 2.2 | The Customer must be informed in writing of any significant change which impacts on the quality or safety of the Starting Material.  Any planned change, impacting the Starting Material must be notified to the Customer **XX** working days in advance of the planned date of the change. |  | X |
| 2.3 | The Parties undertake to promptly advise each other of substantive quality and safety issues which would affect the ongoing conduct of the agreement. | X | X |
| 2.4 | All relevant data to maintain traceability from the donor to the recipient must be retained in a secure manner for a minimum of 30 years from last clinical use of the ATIMP/ATMP. | X | X |
| 2.5 | The Supplier will ensure all recorded GMP data (electronic, logbooks, notebooks etc) meet data integrity requirements. | X |  |

## Facilities, Staff, Audits and Data

|  |  |  |  |
| --- | --- | --- | --- |
| **3.** | **Description** | **Supplier** | **Customer** |
| 3.1 | The Supplier will provide facilities suitable to meet the requirements of the QTA and ensure regulatory compliance in donor testing, procurement, labelling and distribution of the Starting Material | X |  |
| 3.2 | The Supplier will employ enough staff of appropriate qualifications, experience and competencies to ensure that the requirement of the QTA and regulatory compliance are met. | X |  |
| 3.3 | For regulatory inspections associated with the Starting Material the Supplier will provide the Customer with information relevant to the Starting Material presented at the exit meeting within 10 working days. | X |  |
| 3.4 | The Supplier will ensure controlled secure disposal of obsolete records at the end of the retention period and only after prior written approval from Customer unless the Customer is no longer in existence. | X |  |

## Starting Materials used in Product Manufacture.

|  |  |  |  |
| --- | --- | --- | --- |
| **4.** | **Description** | **Supplier** | **Customer** |
| 4.1 | The Supplier performs donation testing, procurement, and distribution of the Starting Material under the terms of its Tissue Establishment Agreement from the HTA in compliance with the and Human Tissue (Quality and Safety for Human Application) Regulations 2007 as amended. | X |  |
| 4.2 | The Supplier will report any Serious Adverse Event to the HTA in the prescribed time frame and promptly notify the Customer. | X |  |
| 4.3 | Where any reportable event or reaction to the ATMP / ATIMP which is, or may be, imputable to the Starting Material is received by the Customer they will notify the Supplier immediately to enable the Supplier to report to the HTA within mandated timelines. |  | X |

## Labelling

|  |  |  |  |
| --- | --- | --- | --- |
| **5.** | **Description** | **Supplier** | **Customer** |
| 5.1 | All labelling will be performed in accordance to the Supplier’s standard operating procedures (SOPs) using the approved label and packaging as defined in compliance with the UK Tissue and Cell Quality and Safety Regulations (SI 2007/1057), HTA Directions 002/2018, Blood Safety and Quality Regulations (SI 2005/50)as amended and other appropriate legislation, as agreed with customer | X |  |
| 5.2 | Any approved additional labelling will be supplied by the Customer and will be checked for suitability by both partied in regard of label content and adhesive. | X | X |

## Shipment

|  |  |  |  |
| --- | --- | --- | --- |
| **6.** | **Description** | **Supplier** | **Customer** |
| 6.1 | Shipments of the Starting Material will be the responsibility of the Supplier. All shipments of the Starting Material will be performed in accordance with UK Tissue and Cell Quality and Safety Regulations (SI 2007/1057), HTA Directions 002/2018, Blood Safety and Quality Regulations (SI 2005/50). | X |  |
| 6.2 | Supplier to ensure monitoring and control of environmental conditions of Starting Material during shipment, where shipping is subcontracted by the Customer, the Customer must notify the Supplier of courier details and approval status. | X | X |
| 6.3 | The released Starting Material cannot be shipped without prior written order approval by the Customer. The Supplier presumes an approved order to ship means that all regulatory and legal requirements required for the shipment have been fulfilled by the Customer. | X | X |
| 6.4 | The Customer and supplier will identify all necessary organisations, and contacts therein, involved in the supply chai of the Starting Material within this agreement to preserve chain of custody of the material |  | X |
| 6.5 | The appropriate storage and subsequent use of the Starting Material at the manufacturing site is the responsibility of Customer. |  | X |

## Subcontracting

|  |  |  |  |
| --- | --- | --- | --- |
| **7.0** | **Description** | **Supplier** | **Customer** |
| 7.1 | The Supplier will only subcontract services to approved subcontractors. An approved service supplier management programme will be maintained by the Supplier. |  |  |
| 7.2 | A QTA, contract and appropriate terms of confidentiality will be in place between the Supplier and any subcontractor |  |  |

## Returns and Destruction of Materials

|  |  |  |  |
| --- | --- | --- | --- |
| **8.0** | **Description** | **Supplier** | **Customer** |
| 8.1 | The retention and/or return and/or disposal of any unused or residual Starting Materials should be agreed and handled according to local procedures. | X | X |
| 8.2 | Please specify: |  |  |

## Deviations

|  |  |  |  |
| --- | --- | --- | --- |
| **9.0** | **Description** | **Supplier** | **Customer** |
| 9.1 | The Supplier will conduct an investigation of all deviation occurring anywhere in the supply chain relating to the starting material according to local procedures. | X |  |
| 9.2 | The supplier will conduct an investigation of all non-conformances occurring anywhere in the supply chain relating to the Starting Material according to local procedures. | X |  |
| 9.3 | The Supplier will report all Starting Material related non-conformance/deviation in a timely manner (within two working days from the time of discovery).  Thereafter Supplier will seek the Customer’s agreement prior to conclusion and prior to appropriate disposition of the Starting Material. Completed non-conformance reports must be submitted to the Customer within 30 working days. The Supplier will supply the Customer any documents necessary to support non-conformance investigations. | X |  |
| 9.4 | The Supplier will provide a list of all non-conformance/deviation/ reports for annual/periodic product reviews as required. | X |  |
| 9.5 | The Customer will coordinate, and Supplier will support, any adverse event investigation where the Customer holds the license. | X | X |
| 9.6 | The Supplier will maintain a defined and controlled system for management of changes acceptable to the Customer (covering facilities, processes, services, materials, storage, testing etc) and provide relevant notification of changes which require prior approval by the Customer if there is impact or potential impact on the quality or safety of the Starting Material. | X |  |

## Complaints and Recalls Associated with Product Quality

|  |  |  |  |
| --- | --- | --- | --- |
| **10.0** | **Description** | **Supplier** | **Customer** |
| 10.1 | The Customer will inform the Supplier immediately (within one working day) of any defect found with the Starting Material subsequent to receipt and vice versa |  | X |

# Primary Quality Representatives

|  |  |  |
| --- | --- | --- |
|  | **Supplier** | **Customer** |
| **Name of Party** |  |  |
| **The name of the Primary Quality Representative for this contract & service:** |  |  |
| **The Primary Quality Representative’s email address:** |  |  |
| **The Primary Quality Representative’s day time phone number (during working hours):** |  |  |
| **The Primary Quality Representative’s signature** |  |  |

# Products covered in this agreement.

**Supplier “Starting Material”**

|  |  |
| --- | --- |
| **Product Code** | **Brief Description** |
|  |  |
|  |  |

**Customer ATMP/ATIMP**

|  |  |
| --- | --- |
| **Product Code** | **Brief Description** |
|  |  |
|  |  |

# Approved Third Parties

|  |  |
| --- | --- |
| **Name and Address of Third Party** | **Service Provided** |
|  | **Temperature controlled Shipment** |

# *Appendix*

## Definitions / Acronyms

|  |  |
| --- | --- |
| Definitions | |
| Parties | All groups captured within the quality technical agreement |
| Supplier | The provider of starting material for the customer. |
| Customer | The user of starting material for the manufacture of ATMPs |
| Starting Material | Cells or tissues defined under Human Tissue Act 2004 |
| Procurement | The collection of cells or tissues as defined by the Human Tissue Act 2004 |

|  |  |
| --- | --- |
| Acronyms | |
| QTA | Quality Technical Agreement |
| HTA | Human Tissue Authority |
| FACT | Foundation for the Accreditation of Cellular Therapy |
| JACIE | Joint Accreditation Committee of International Society of Cell & Gene Therapy / European group for Blood & Marrow Transplantation |
| ATMP | Advanced Therapy Medicinal Product |
| ATiMP | Advanced Therapy Investigational Medicinal Product |
| GMP | Good Manufacturing Practices |
| GCP | Good Clinical Practices |

## Summary of Change

|  |  |
| --- | --- |
| Summary of Changes | |
| 1.0 | New Document |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |