

THE GRCF Cell CENTER & BIOREPOSITORY GUIDELINES

Collection and/or Submission of Samples

1. New biorepository users can set up an account through the GRCF Cell Center & Biorepository at 410-955-6327 or biorepository@jhmi.edu
2. Specimens should be cryopreserved in 1-2 cc Nunc-style cryovials. Note that *Eppendorf tubes, tubes with rubber caps, those larger than 2 cc are not accepted* at this time.
3. Vials must have a typewritten, impervious label with the following minimum information: sample designation, sample type, Principal Investigator (PI), and date. Samples from study subjects must not have patient identifiers such as social security number, name, or hospital number. The investigator is responsible for coding the samples to keep the subject's identity confidential. The code links to the subject's identity should not be accessible to the GRCF Cell Center & Biorepository.
4. Samples should be submitted with an inventory list (excel table) that includes box position, designation/study fields, the species, and type of specimen.
5. Fresh blood for peripheral blood mononuclear cells (PBMCs), lymphocyte, and plasma processing from yellow-top vacutainer tubes should be collected in two 8.5 ml acid citrate dextrose (ACD) vacutainer using a 21 ½ gauge needle. PBMCs and the plasma are separated from red cells by ficoll density gradient centrifugation. Please note that the plasma is diluted 1:1 with 1X PBS in this process. If desired, an aliquot of cells can be EBV-transformed (1×10^6 cells) and the remaining cells ($0.5-2 \times 10^7$) can be cryopreserved.
6. Plasma is aliquoted as 0.50ml aliquots and stored at -80°C . Whole blood (1ml), lymphocytes (1-4 vials) and EBV transformed lymphocytes 1-4vials) are stored at -180°C .
7. Samples destined for clinical tests cannot be stored at the repository—this repository is for research specimens only.
8. Only mammalian cells can be stored at the repository—no bacteria or fungi, etc.
9. Only the following bodily fluids: whole blood, lymphocytes, plasma, and sera can be stored. No other bodily fluids (urine, feces, saliva, sputum) at the present time. Contact the Director for further discussion (410-955-6327).

10. The data that the Cell Center houses pertaining to sample processing and banking are secured in a password protected database.
11. The data pertaining to sample processing and banking are backed up to reliable media; data systems are capable of retaining, protecting, reproducing, and retrieving records.

Accessing Freezer (deposits /withdrawals of samples)

1. Only the PI/designated person has access to the stored samples.
2. The PI must provide the Cell Center with a list of authorized lab personnel.
3. Personnel must show ID badge to access samples or deposit samples under the PI's name.
4. Repository personnel will retrieve samples for you Mon-Fri, 10am-11:30am and 2 pm –4 pm.
5. Please call the Cell Center & Biorepository to retrieve vials. Advance notice of sample pulls is required.
6. Complete and submit a deposit/withdrawal form.
7. Fee for removing, \$0.75/vial and 48 hrs noticed is needed.

Ownership of the Samples

Johns Hopkins University owns all banked samples collected by Johns Hopkins investigators. Likewise, samples collected by non-Hopkins PIs belong to that PI's institution. Transfer of ownership must be arranged with the Johns Hopkins Office of Technology Licensing (contact Jacqueline Anderson at jander77@jhmi.edu).

Principal Investigators Leaving Hopkins

PIs leaving Johns Hopkins must contact the Cell Center & Biorepository manager *before* they leave to make arrangements for their stored samples. There are three options:

- a. Keep the samples at the Cell Center & Biorepository with the understanding that there is an additional charge of 16% (NIH excluded).
- b. Transfer the custody of the samples to another Johns Hopkins PI or to the Department chair.
- c. Discard the samples. Requests for discarding samples must come from the PI in writing.
- d. Ship samples to new location (pending approved Material Transfer Agreement, Department chair approval needed).

Failure to make arrangements for stored samples will result in samples being discarded at the expiration of paid annual term or 60 days after the paid annual term. Every attempt will be made to contact the investigator and his or her department prior to discarding the samples.

Releasing Samples to Others

Within Hopkins

1. Only the PI/designated person can authorize the release of samples to others. The Cell Center manager must have written authorization from PI to release samples.

Other Institutions

1. Only the PI/designated person can authorize the release of samples to other investigators.
2. The Cell Center manager must have written authorization to release samples.
3. The Johns Hopkins investigator releasing the samples must contact the Office of Licensing and Technology at www.ltd.jhu.edu. Material Transfer.
4. Agreements must be completed and approved before the Cell Center can ship samples to other institutions.

Study Subjects and/or Family members

1. Study subjects and/or family members cannot make a request directly from the repository that their samples be discarded.
2. Study subjects can withdraw consent to participate a study by contacting the Principal Investigator. Should a study subject withdraw from a study, the PI may request, in writing, that all samples and data be destroyed.

Payment

PI will be charged quarterly or annually depending on the number of vials. See fee structure. Invoices must be paid when due. Annual invoices not paid 60 days after the expiration date of the last payment may result in samples being discarded. Attempts will be made to contact PI to discuss alternative arrangements.

Fee Structure

Liquid Nitrogen, -80oC, 4oC, -20oC, or Ambient Temperatures
\$1.20/year/ vial

I have read the above policies.

PI Signature _____ Date _____

Please list Staff members authorized to access stored samples.

Authorized Staff _____ Until Date _____

Authorized Staff _____ Until Date _____