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## THE CORE CELL CENTER REPOSITORY GUIDELINES

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### Collection and/or Submission of Samples

1. New repository users must set up an account through Core Cell Center lab manager Tanya Ray at 410-614-5201 or tray@jhmi.edu
2. Cells must be cryopreserved in a 1-2 cc plastic cryovial. Eppendorf tubes, unlabeled vials, and 3 cc cryovials will not be accepted.
3. Vials must be clearly labeled with: 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; however, the code and identifiers are kept separate. The PI has access to both the code and identifiers; the Cell Center repository only has access to the code.
4. Samples not processed by the repository must be submitted with an inventory list stating the species and type of samples. Boxes of samples submitted without an inventory list will be inventoried by Cell Center staff and an additional fee of \$25 will be charged. There will be a \$5 discount for electronically submitting list (email to tray@jhmi.edu).
5. Blood samples from study subjects processed by the Cell Center must be collected in one or two 6 or 8.5 ml acid citrate dextrose (ACD) vacutainer using a 21 1/2 gauge needle. Peripheral blood mononuclear cells and the plasma are separated from whole blood by ficoll. Please note that the plasma is diluted with 1X PBS. An aliquot of cells are EBV-transformed ( $1 \times 10^6$  cells) and the remaining lymphocytes  $0.5-2 \times 10^7$  are cryopreserved in 10% DMSO and 90% growth medium. The plasma is aliquoted as 0.50ml aliquots and stored at  $-80^{\circ}\text{C}$ . Whole blood (1ml), lymphocytes (1-4 vials) and EBV transformed lymphocytes 1-4 vials) are stored at  $-180^{\circ}\text{C}$ .
6. Clinical samples cannot be stored at the repository—only samples for research use.
7. Only mammalian cells can be stored at the repository—no bacteria or fungi, etc.
8. Only the following bodily fluids: whole blood, lymphocytes, plasma, and sera can be stored. No other bodily fluids (urine, feces, saliva, sputum).
9. The data that the Cell Center houses pertaining to sample processing and banking are secured in a password protected database.
10. The data 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.
4. Freezers can be accessed Mon-Fri, 10 am-11:30 am and 2 pm –4 pm. There will be a \$20 charge to access during other times.
5. Allow 1-2 days for retrieving samples stored at offsite facility. Requests should be made on Mon/Tues for Thurs/Fri availability.
6. Complete and submit a deposit/withdrawal form (available at Cell Center or on-line at [cellcenter.grcf.jhmi.edu](http://cellcenter.grcf.jhmi.edu)).
7. Fee for removing 80-720 vials, \$0.50/vial. Fee for removing 720+ vials, \$0.25/vial. For a request of 50+ vials 48 hrs noticed is needed.
8. There is an additional fee of \$100 for rush service for every 300 vials pulled within 48 hours.

### **Ownership of the Samples**

Johns Hopkins University owns all banked samples collected by Hopkins investigators. Likewise, samples collected by nonHopkins PIs belong to that PI's institution.

### **Principal Investigators Leaving Hopkins**

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

- a. Keep the samples at Hopkins with the understanding that there is an annual charge and a 16% fee added (NIH excluded).
- b. Discard the samples. Requests for discarding samples must come from the PI in writing.
- c. 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 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. Additionally, the Hopkins investigator releasing the samples must contact the Office of Licensing and Technology at [www.ltd.jhu.edu](http://www.ltd.jhu.edu). Material Transfer Agreements must be completed and approved before the Cell Center can ship samples to other institutions.

*Study Subjects and/or Their Family*

1. Study subjects and/or their family do not own the specimens collected and banked at the Cell Center. Thus, they cannot request that their samples be discarded.
2. Study subjects can withdraw consent to participate a study since it is voluntary. Should a study subject withdraw from a study all of the collected samples and data must be destroyed. The PI is responsible for notifying the Cell Center manager to request that the samples be discarded. This must be done in writing and immediately upon receiving withdrawal of consent from study participant.

**Payment**

PI will be charged monthly or annually. See fee structure below. 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 alternate arrangements.

**Fee Structure**

*Liquid Nitrogen*

1-4 vials per vial \$1/month  
5-80 vials per box of 80 \$60/year  
720+ vials per sleeve of 720 \$500/year

*Minus 80*

per vial Not available  
5-80 vials per box of 80 \$60/year  
960+ vials per sleeve of 960 \$500/year

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I have read the above policies.

PI Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send a list of staff authorized to access stored samples. Please print names.

