


<b>Afdeling Pathologie Erasmus MC Rotterdam</b>			<b>Pagina 1 van 3</b>
Tissue Transfer Agreement intern			
Document: FO-WSB-022	Versie nr	9	
Auteur: M.H.A. Oomen	Uitgifte datum	15-11-2019	

## Instructies voor gebruik:

Deze tissue transfer agreement bestaat uit verschillende onderdelen:

1. MTA-ECB Implementing Letter adapted for the Erasmus MC tissue bank for internal exchange (FO-WSB-022)
2. Client satisfaction reaction form (FO-WSB-403)
3. Master Material Transfer Agreement MTA-ECB (FO-WSB-402)
4. MTA-ECB Implementing Letter adapted for the Erasmus MC tissue bank for external exchange (FO-WSB- 361)

### **Overdracht van samples binnen Erasmus MC zonder commerciële partijen:**

Print de volgende 2 pagina's en voeg daaraan the pick list, het ingevulde aanvraag formulier en (FO-WSB-403) Client satisfaction reaction form toe.

Als het aanvraag formulier goed is ingevuld, wordt de implementing letter actief op het moment dat deze wordt overhandigd samen met de samples, een kopie van de pick list en een kopie van het aanvraag formulier. Vanaf dan gelden de voorwaarden vastgelegd in FO-WSB-402 Master Material Transfer Agreement.

Als het aanvraag formulier niet volledig is ingevuld wordt dat alsnog gedaan en wordt ook de implementing letter ondertekend.


Kopieer de getekende implementing letter en maak een kopie van de pick list en een kopie van het aanvraag formulier en geef de kopieën aan de ontvangende partij. Voeg ook en print van (FO-WSB-403) Client satisfaction reaction form toe.

### **Overdracht van samples buiten Erasmus MC zonder commerciële partijen:**

Ga naar document (FO-WSB-361) Tissue Transfer Agreement extern voor instructies

### **Overdracht van samples binnen of buiten het Erasmus MC met commerciële partijen:**

De hoofdonderzoeker vraagt TTO voor een op maat gemaakt Material Transfer Agreement welke door de Raad van Bestuur ondertekend wordt voor de overdracht van de samples en bijbehorende data. Overdracht van de samples vindt pas plaats nadat dit contract door beide partijen is ondertekend. Een dergelijk transfer contract kan ook in een consortium agreement zijn overeengekomen of in ander samenwerkingscontract.

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## TISSUE TRANSFER AGREEMENT

### MTA-ECB Implementing Letter adapted for the Erasmus MC tissue bank


For internal exchanges within Erasmus MC involved in non-commercial medical scientific research only. In the situation where a commercial purpose becomes apparent, a separate MTA should be filed through the Erasmus TTO.

The purpose of this letter is to provide a record of the biological material transfer, to memorialize the agreement between Provider, specifically Erasmus MC Central Biobank ("ECB") and the Recipient (identified below) to abide by all terms and conditions of the most recent version of the Master Material Transfer Agreement Erasmus MC Central Biobank ("MTA-ECB"), and to certify that the Recipient (identified below) has agreed to and acknowledged an unmodified copy of such. The Recipient organization's authorized official will additionally sign this letter if the Recipient is not authorized to certify on behalf of the Recipient organization. Recipient Scientist (and authorized official if necessary) will sign two copies of this Implementing Letter and the Pick List and return one signed copy to the Provider, who will forward the Material upon receipt of the signed copies.

**The Recipient certifies that Recipient's organization has accepted and signed a copy of the MTA-ECB, and that Recipient is authorized to sign this Implementing Letter.**

Provider additionally wishes to remind Recipient of the following:

- The Material is only to be used as described for the research in the request form.
- The Material is only to be used in non-commercial research activities as described request form.
- The Material shall not be sold or distributed to any third party, including any other research organizations or labs, including those within the same organization.
- The recipient shall only use the Material according to the research protocol approved by the METC for WMO compliant research or for non WMO compliant research the local appropriate ethical committee.
- The recipient shall only use the Material as was described in the request form.
- The Material will be transferred for a standard period of one year, unless otherwise agreed as under [3.] below.
- Recipient Scientist is responsible for using the Material and Data according to the permission given in the consent obtained from the donor.
- Recipient will bear the costs of preparation, shipping, handling, and administration of the Material. The costs are as indicated under [4.] below.
- Recipient is to take care of preserving the original lesion remains available and intact in the remainder of the frozen or FFPE tissue samples, unless otherwise agreed under [5.] below
- Recipient is to handle the supplied Material with due care. The ECB attempts to avoid supplying Material contaminated with infectious agents, but cannot guarantee the absence of such. All Material should be treated as if potentially infectious until proven otherwise.

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This Implementing Letter is only for internal exchange within Erasmus MC and effective when the request form was filled out and signed properly and at accepting the samples for the transfer in the pick list. The parties executing this Implementing Letter certify that their respective organizations have accepted and signed an unmodified version of the MTA-ECB as attached to this letter, and additionally agree to be bound by its terms for the transfer as specified in the attached Pick List.

Please fill in below in case the request form was not filled out properly those facts that were missing:

- PROVIDER:** Erasmus University Medical Center Rotterdam, acting for and on behalf of its Central Biobank, including the Erasmus MC Central Biobank Collection Points.  
 Address: Dr. Molewaterstraat 40, 3015 GD Rotterdam, the Netherlands.
- RECIPIENT:** The organization or institution receiving the MATERIAL  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_
- Termination date:** \_\_\_\_\_ (optional, if deviating from the standard of one year)
- Transmittal fee/reimbursement for PROVIDER** \_\_\_\_\_ (optional)  
 Amount: \_\_\_\_\_
- Kostenplaats/cost center:** \_\_\_\_\_ (optional)
- Any additional agreements between Parties on deviations from the MTA-ECB are to be signed by both parties and attached to this Implementing Letter as Annex

<b>RECIPIENT RECIPIENT:</b> Institute name that has signed the Master Material Transfer Agreement MTA-ECB:  <p style="text-align: center;"><b>Erasmus MC Rotterdam</b></p>	<b>ERASMUS MC CENTRAL BIOBANK / Collection point:</b> Name: _____ Title: _____ Address: _____ _____ Signature Date
<b>RECIPIENT SCIENTIST:</b> Name: _____ Title: _____ Address: _____ _____ Signature Date	

**By signing this Implementing Letter or accepting tissue samples within Erasmus MC combined with this implementation letter, the Recipient certifies that Recipient's organization has accepted and signed a copy of the MTA-ECB, and that Recipient is authorized to sign this Implementing Letter.**