

**Policy and Procedure Manual
Administrative Manual
Administrative Institutional
Department: Research Operations**



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Reviewed:

Revised:

Page: 1 of 2

APPROVALS:

SLT: 01/14/15

Scope: Medical Center Beckman Research Foundation

**Equipment, Materials and
Specimen Transfer**

I. PURPOSE / BACKGROUND

The purpose of this policy is to establish the guidelines for responding to requests for the transfer of equipment, materials, reagents, animal models, human or animal specimens and other institutional property (“COH Property”) by former or departing physicians, scientists and other researchers (“Researchers”) employed by or affiliated with City of Hope, City of Hope National Medical Center, Beckman Research Institute of the City of Hope and/or City of Hope Medical Foundation (collectively, “COH”).

II. POLICY

- A. COH Property will remain the property of COH and will not be transferred to another institution upon the departure of the Researcher, except as set forth in this Policy.
- B. COH will consider transferring COH Property to the Researcher’s new employer or institution where such employer or institution is an academic, government or nonprofit research entity.
- C. An ad hoc committee will be convened to consider requests to transfer COH Property. The ad hoc committee will be comprised of the following individuals:
 - 1. Chair of the departing Researcher’s department and/or chair of the department housing or maintaining the COH Property at issue,
 - 2. Provost and Chief Scientific Officer,
 - 3. Chair of the Biospecimen Repository and/or chair of any other relevant specimen repository from which COH Property is sought,
 - 4. Senior Vice President, Research Operations, and
 - 5. A representative from the Office of General Counsel.

The ad hoc committee shall confer with the Compliance Officer, COHNMC and BRI; Office of Technology Licensing; Research Protections; Office of Sponsored Research, Research Finance; and other departments, as appropriate, about the request.

- D. In determining whether transfer to an entity is appropriate, and the amount of COH Property to be transferred, the ad hoc committee will consider the following:
 - 1. Whether any request for the transfer of human specimens collected by a Researcher for or in connection with the Biospecimen Repository or other COH repository, including

any requests for use of specimens in future research, meets the criteria set forth in the Tissue Allocation Policy and the policies, procedures and practices of the Biospecimen Repository or other applicable repository.

2. COH Property acquired with external funding may be transferred, subject to any policies or requirements of the external funder, only if such property will not be utilized by COH and only if the criteria set forth below are satisfied. Each item shall be considered on an individual basis.
 - a. Human specimens may be transferred in order to fulfill the research purpose for which such specimen was collected or generated, consistent with the applicable informed consent obtained for such collection and applicable regulatory requirements, only if there is no other COH researcher available to continue the research and subject to reaching agreement with the receiving entity about appropriate allocation of intellectual property rights and authorship credit in recognition with COH's contribution to such research.
 - b. Equipment, reagents, animal specimens, animal models and other materials may be relinquished to the receiving entity in accordance with COH's policies, procedures and practices (including, without limitation, reimbursement for the current value of such material, as applicable), and in accordance with applicable regulatory requirements.
- E. Research Operations, with assistance from Corporate Compliance, Office of General Counsel, and other relevant departments, shall provide the ad hoc committee with information to facilitate any transfer discussions, including, but not limited to, information regarding: study status, funding sources and informed consent restrictions.
- F. Transfer of any COH Property shall be at the expense of the receiving entity and will only be effected upon execution of a Material Transfer Agreement and any ancillary agreements as determined in accordance with the policies, procedures and practices of the Office of Technology Licensing.
- G. The chair of the Researcher's department (or in the case of a departing chair, the Provost) will notify the Researcher of the ad hoc committee's decisions regarding requests for transfers of COH Property.

Owner/Sponsor: Senior Vice President, Research Operations

Related Policies:

1. Tissue Allocation Policy
2. Equipment/Property Control, Transfer, Storage, Warehousing and Disposal
3. Terminations and Separation of Employment

Appendix One - Acronyms, Terms and Definitions Applicable to this Policy:

1. **City of Hope ("COH")** – City of Hope National Medical Center ("COHNMC"), Beckman Research Institute ("BRI"), and City of Hope Medical Foundation ("COHMF"), collectively referred to as City of Hope ("COH") for purposes of this policy.
2. **Medical Center** – Refers to all facilities covered by City of Hope National Medical Center's hospital license.