



Completion of Material Transfer Agreement

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Category:	Material Release		
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Approved by:	Dr. Alaa A. AlMasud	Effective Date:	

1.0 PURPOSE

The purpose of this SOP is to provide a clear process for completing the Material Transfer Agreement (MTA) required for the transfer of biological samples and data from Nourah's Tissue Biobank to external parties. This ensures that all legal and ethical requirements are met, protecting the biobank and the recipient.

2.0 SCOPE

This SOP applies to all transfers of biological samples from Nourah's Tissue Biobank to external institutions, including research collaborators and other biobanks, both domestic and international.

3.0 ROLES AND RESPONSIBILITIES

This SOP applies to all personnel of Nourah's Tissue Biobank members

Biobank Personnel	Responsibility
Principal Investigator (PI)	Responsible for initiating the request for sample transfer and ensuring compliance with the terms of the MTA.
Institutional Review Board Committee	Reviews and approves the MTA to ensure it meets legal and ethical standards.
Biobank Manager	Oversees the MTA process and ensures that all parties comply with its terms.

4.0 MATERIALS, EQUIPMENT, AND FORMS

Listing of the materials, equipment, and forms being used to achieve the goals of the SOP, this list will mainly contain necessary materials and, or recommendations that may be substituted by alternative or equivalent materials more suitable at the time of testing.

Material to be used	Site
Material Transfer Agreement template	
LabVantage LIMS system for tracking requests and agreements	
Institutional legal and ethical guidelines	



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5.0 POTENTIAL HAZARDS

In this part of the SOP, we explain the potential hazards from chemicals and methodologies used in this procedure. It will also contain information on how to handle these chemicals and the level of biosafety

Material	Safety and handling

6.0 PROCEDURES

This section details the process for completing the Material Transfer Agreement (MTA) for the transfer of biological samples from Nourah's Tissue Biobank, ensuring that all legal, regulatory, and ethical standards are met during the sample transfer process.

6.1 INITIATING AN MTA

1. Researchers requesting sample transfer must submit a request through the biobank's website (biobank.kaauh.edu.sa) and include details such as the type and quantity of samples requested, the intended use, and any associated data needs.
2. The Biobank Committee reviews the request in accordance with the research access steps (e.g., research statement, IRB approval, etc.).
3. If approved, the committee will proceed with the MTA process.

6.2 DRAFTING AND REVIEWING THE MTA

1. The Biobank Manager drafts the MTA using the approved template (Appendix A), outlining the terms of the transfer, including the purpose, duration, confidentiality obligations, and intellectual property rights.
2. The MTA is submitted to the biobank's legal counsel for review and approval.
3. The recipient institution's legal team must also review and agree to the terms of the MTA.

6.3 FINALIZING AND SIGNING THE MTA

1. Once both parties agree on the terms, the MTA is signed by the authorized representatives of both the biobank and the recipient institution.
2. The signed MTA is stored securely, and a copy is logged in the LabVantage LIMS system for tracking.

6.4 TRACKING MTA COMPLIANCE

1. The biobank will periodically request updates from the recipient on how the samples are being used and whether the terms of the MTA are being followed.
2. Upon the expiration of the MTA, both parties can agree to extend or terminate the agreement. Samples must be returned or destroyed if required.



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7.0 REFERENCES

1. CTRnet SOPs "09.001 Material Transfer Agreement"
2. LabVantage LIMS System Manual
3. King Abdullah Bin Abdulaziz University Hospital's send out Policy

8.0 REVISION HISTORY

SOP No.	Date Revised	Author	Summary

9.0 APPENDICES

Appendix A - Material Transfer Agreement