

**Division of Cancer Treatment and Diagnosis (DCTD)Tumor Repository International Material Request Procedures**

Required forms can be obtained from the DCTD Tumor Repository website:  
<https://dtp.cancer.gov/repositories/DCTDTumorRepository>

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## **BACKGROUND**

Since the early 1960's, the DCTD Tumor Repository (<https://dtp.cancer.gov/repositories/DCTDTumorRepository>) has maintained a low temperature repository of transplantable tumor and tumor cell lines from various species. The DCTD Tumor Repository is maintained by the Biological Testing Branch in the Developmental Therapeutics Program (BTB/DTP) of DCTD at NCI-Frederick. The DCTD Tumor Repository serves as a resource for experimental tumor lines from various species, many of which are not obtainable elsewhere. The DCTD Tumor Repository makes these materials available as a service to the research community. Repeated requests for the same material or requests for multiple vials of the same material are not honored as the Partial Cost Recovery (PCR) fee does not cover the entire cost to produce the materials. For the NCI to continue to make these resources available to the research community, the number of vials of material given to each requestor is restricted.

The DCTD Tumor Repository contracts Charles River Labs (CRL) to ship research materials to the requestor and Leidos Biomedical Research (LBR) to collect the Partial Cost Recovery (PCR) fee charged to requestors for these materials. Therefore, throughout this process the requestor should expect to encounter and/or address all three entities depending on the paperwork being submitted or information being requested.

## **MATERIAL FEES (EXCLUDING SHIPPING)**

Below is the Partial Cost Recovery fee for material from the DCTD Tumor Repository.

<b>Cell Lines, Tumor Fragments or Brei</b>	<b>Academia &amp; Non-Profits</b>	<b>Commercial</b>
<b>Each Cryopreserved vial</b>	\$150.00	\$300.00
<b>NCI-60 Anti-Cancer Cell Line Panel *</b>	\$8,850.00 (59 Cell Lines)	\$12,900.00 (43 Cell Lines)

\*The complete NCI-60 Anti-Cancer Cell Line Panel now consists of 59 cell lines. All 59 cell lines are available to academic and non-profit institutions. The 43 non-licensable cell lines are available to commercial entities. KM-12 must be obtained from MD Anderson at [researchtools@mdanderson.org](mailto:researchtools@mdanderson.org).

## **REQUEST OVERVIEW**

### **STEP 1**

- Requestor submits a completed MTA, Letter of Request, Request Form, and identifies the method that will be used for the Partial Cost Recovery (PCR) fee (electronic ACH or wire transfer).
- *Additional details in this document*

### **STEP 2**

- DCTD Tumor Repository sends the fully executed MTA to the requestor along with a Shipping Form for the requestor to complete.

### **STEP 3**

- Requestor submits a completed Shipping Form and their availability to receive the shipment for a 3-month time frame (from the date the shipping availability is provided).
- *Additional details in this document*

### **STEP 4**

- DCTD Tumor Repository sends the requestor's completed Shipping Form and all other pertinent shipping information to Charles River Labs (CRL).
- CRL submits a commercial/custom's invoice and works to obtain approval from World Courier's U.S. division to ship the materials. This takes on average four to six weeks but can take longer.
- Upon receiving World Courier U.S. approval, CRL notifies the requestor of the shipping date and World Courier tracking number for materials.

### **STEP 5**

- DCTD Tumor Repository sends an invoice on or shortly after the requestor's material ships. The invoice contains instructions on how the payment for the Partial Cost recovery can be made to Leidos Biomedical Research (LBR).

### **STEP 6**

- Requestor renders payment (ACH or wire transfer) within 30 days of invoice receipt.
- *Additional details in this document*

## **INSTRUCTIONS – STEP 1**

The requestor must ensure that the MTA (A), Letter of Request (B), and Request Form (C) are complete, and all items are emailed to [DCTDTumorRepository@mail.nih.gov](mailto:DCTDTumorRepository@mail.nih.gov) for finalization of **STEP 1**.

### **1.0 MATERIAL TRANSFER AGREEMENT (MTA) SUBMISSION**

An MTA is required to obtain non-licensable materials from the DCTD Tumor Repository, as it governs the transfer of materials between the requesting institution and the DCTD Tumor Repository. Some of the stipulations include, but are not limited to, the following: the research material may not be used in human subjects or for the treatment or diagnosis of disease and the research material must solely be used for research purposes. An MTA is active for a period of five years from the date of execution. All research materials requested should be submitted on one MTA.

Please ensure the MTA is complete before submitting, contains all the following information (**type all information**):

#### **1.1 General Guidelines for All MTA Templates**

- *Recipient Institution:* The institution where the Recipient Investigator/ Principal Investigator (PI) will conduct the research project employing the research materials acquired from the DCTD Tumor Repository.
- *Recipient Investigator:* The investigator whose lab the research project will be conducted in. The MTA limits the use of the materials to the Recipient Investigator's lab.
- *Research Materials (Section 1):* The name of the materials (i.e., MCF-7, PAN 02 or NCI-60 Anti-Cancer Cell Line Panel) and material type (cell line, tumor fragment, brei, blood product, CUT OCT, paraffin block, slide, or urine) being requested.
- *Research Project (Section 3):* A brief description (2-3 sentences) of the project the research materials will be used in.
- *Signatures:* Affix an "Authorized Signature" and a "Recipient Investigator Signature" to the Signature Page. The authorized signatory should be personnel from the requesting institution with authority to bind the institution to the terms of the Material Transfer Agreement (i.e., technology transfer personnel or department head). The recipient investigator signatory should be the investigator whose lab the research project employing the research materials acquired from the DCTD Tumor Repository will be conducted in. **Both signatures should be accompanied by the personnel's respective titles and the date each individual signs.**

## 1.2 MTA Template Options

### 1.2.1 MTA-A

- If the request is for new materials, to renew a previously executed MTA that has expired or to transfer materials from one investigator to another at the same institution, please complete the MTA-A template.

### 1.2.2 MTA-CRO

- If a Contract Research Organization (CRO) will be used to modify or analyze any research materials received from the DCTD Tumor Repository, an MTA-CRO must be completed.
- Please note that the DCTD Tumor Repository only distributes materials directly to the Recipient Investigator/ Institution listed on the executed MTA. The materials cannot be sent to third parties and the ownership is on the Recipient Investigator/ Institution to send the materials to the CRO. All MTA-CROs must go through our Technology Transfer Center (TTC) for review and approval.

### 1.2.3 MTA-Institution-to-Institution Transfers

- MTAs afford the “right to use” to individuals in the Recipient Investigator’s lab. If the requestor would like to transfer the research materials to an investigator at another institution, be it a collaborator or otherwise, please have the new recipient/recipient institution complete the MTA-Institution-to-Institution Transfer template. Be sure to fill in the active MTA number and name of the investigator that initially received the materials from the DCTD Tumor Repository (MTA Section 1).

## 1.3 MTA Modifications

- If the requesting institution needs to modify the terms of **ANY** of the MTA templates listed above (Section 1.2), please redline the changes and submit it as a Microsoft Word document. All modified MTAs must go through our Technology Transfer Center (TTC) for review and approval.

## 1.4 Letter of Request Options

### 1.4.1 Letter of Request for MTA-A and MTA-CRO (Section 1.2.1 – 1.2.2)

- The Letter of Request should be on official institute letterhead from the Recipient Investigator/Principal Investigator. The letter should include: a salutation (Attention DCTD Tumor Repository), an introduction, the institution type (academic, non-profit, or commercial), the research materials being requested, the material type (cell line, tumor fragment, brei, etc.), a brief description of the research project, a closing, and a signature.
- If the Letter of Request is for a renewal, please include the MTA number of the previously executed MTA.

#### 1.4.2 Letter of Request for Institution-to-Institution Transfers (Section 1.2.3)

- If the Letter of Request is for a transfer, please follow all instructions detailed in Section 1.2.3. In addition, include the active MTA number and the name and institution of the investigator who received the materials from DCTD Tumor Repository initially.

### 1.5 Request Form

Complete Sections 1-2. **Type all information** and ensure that it is consistent with the information provided on the MTA and all other documents submitted.

#### 1.5.1 Partial Cost Recovery (PCR) Fee

- Identify the method that will be used for the Partial Cost Recovery (PCR) fee on the Request Form Checklist (Page 1): ACH or Wire Transfer

## **INSTRUCTIONS - STEP 3**

**IMPORTANT:** The requestor should not proceed to **STEP 3** until **STEP 2** is complete, and they have received the fully executed MTA packet and a shipping form to complete from the DCTD Tumor Repository.

The requestor must submit a completed Shipping Form (A), their availability to receive the shipment, for a 3-month time frame, and a copy of their import permit ((B) if applicable) to [DCTDTumorRepository@mail.nih.gov](mailto:DCTDTumorRepository@mail.nih.gov) in order to finalize **STEP 3**. Type all information and ensure that the information provided is consistent with the information on the MTA and all other documents submitted.

### 2.0 GENERAL SHIPPING INFORMATION

#### 2.1 Required use of World Courier

- The DCTD Tumor Repository only ships internationally via World Courier (<https://www.worldcourier.com/>).
- The requestor must contact World Courier directly to obtain an estimate for the cost to ship materials.
- The DCTD Tumor Repository cannot provide estimates for the cost to ship or add shipping charges to the billing invoice.
- The DCTD Tumor Repository only ships to the recipient investigator/institution, not to third parties.

## 2.2 Shipment Instructions for World Courier:

**2.2.1** International recipients are required to make their own shipping arrangements with World Courier. This includes obtaining a **Job Number**. Charles River Labs (CRL) needs a World Courier Job Number to arrange the shipment. This number is different from a World Courier Account Number. It contains 9 numerical digits and ends in CL.

**2.2.2** After the requestor obtains a **Job Number**, CRL provides the packaging, dry ice, export documents and works with World Courier, on shipment setup.

**2.2.3** The DCTD Tumor Repository is not responsible for the loss of material due to delays in Customs. The box is packed with enough dry ice for a 3-4-day delivery of viable cells. World Courier will add additional dry ice as needed to the box.

**2.2.4** Shipping box information:

- 45-pound capacity cryo box containing 43 pounds of dry ice. Box measurements: 14x14x15 inches.
- These cells are for research purposes only, not commercial
- The human and rodent cell cultures are frozen in cryovials containing 1.0 ml of cell suspension at from .5 to 1.0 X 10<sup>7</sup> cells/ml in fresh culture medium containing 10% DMSO & FBS.

**2.2.5** World Courier **PICKUP** Location:

**PROVIDER:** National Cancer Institute

**EXPORT CITY:** Frederick

**EXPORTER NAME:** Michele Driver

**MAILING ADDRESS:**

Charles River Laboratories

Frederick National Laboratory for Cancer Research

1073 Beasley Drive

Fort Detrick

Frederick, Maryland 21702

**PERSON IN CHARGE:** Michele Driver Telephone #:301-846-5748

## 2.3 Import Permit

**2.3.1** The requestor must provide a copy of their import permit and their permit number if required by their country. These cells are to be used for research purposes only and cannot be used for commercial profit. Please confirm with your country what is needed.

**2.3.2** The requestor should obtain an import permit via the following:

- Contact customs
- Contact the transportation departments (airports, train)
- Contact department of ministry, quarantine, or agriculture departments
- Contact the purchasing department
- Contact a Broker (World Courier has an internal brokerage division, or an outside broker can be consulted)

## **INSTRUCTIONS - STEP 6**

**IMPORTANT:** The requestor should not proceed to **STEP 6** until **STEPS 4 and 5** are complete and they receive their shipping date from CRL and their invoice from the DCTD Tumor Repository for payment to Leidos Biomedical Research.

An invoice for the PCR fee will be emailed to the Billing Contact on or shortly after the date the material is shipped. Remittance should be received by Leidos Biomedical Research within 30-days of invoice. These monies will be transferred to the National Cancer Institute.

## **3.0 PARTIAL COST RECOVERY PAYMENT OPTIONS**

### **3.1 ACH or Wire Transfer**

- If the requestor would like to cover the PCR fee via an ACH or wire transfer, the DCTD Tumor Repository will provide the ACH/Wire Transfer information at the time of invoicing.
- Credit card payments not accepted

## **SPECIAL INSTRUCTIONS – COMMERCIAL/PHARMACEUTICAL REQUESTS FOR LICENSABLE MATERIALS**

**IMPORTANT:** Commercial/Pharmaceutical institutions seeking to obtain licensable materials found on page 49-50 of the DCTD Tumor Repository Catalog must email the DCTD Tumor Repository at [DCTDTumorRepository@mail.nih.gov](mailto:DCTDTumorRepository@mail.nih.gov) for more information.