

# Biobank Transfer Authorisation

To be completed and signed by the Chief Investigator

\_\_\_\_\_  
Name of Chief Investigator

\_\_\_\_\_  
School

I authorise the attached list of archival materials to be transported from my School to the University's central Biobank facility.  
I certify to the best of my knowledge that the attached list is a true and accurate record of the contents of the archival materials to be transported to the Biobank.

I acknowledge that the samples meet the University's definition of 'archival material', that is:

**Materials to be stored are not 'reasonably expected' to be required to be accessed within one year from the time they are placed in the Biobank.**

I acknowledge that all archival materials transferred to the Biobank meet the University's principles and guidelines for the facility, including:

1. All materials stored must comply with the contractual obligations, principles and guidelines of the external research funding body.
2. The guidelines and procedures for the University of Adelaide Biobank will be in accordance with the guidelines of the external research funding body.
3. All data associated with the materials transferred to be archived in the Biobank will have to be retained at the School and are the responsibility of the Chief Investigator. These include: grant details, contract details, ethics approvals, participant approvals, confidentiality agreements, legal agreements, deeds etc.
4. Materials to be stored DO NOT contain radioactive materials.
5. The facility is NOT suitable for storage of microorganisms in Risk Group 3 or Risk Group 4 or requiring storage and/or containment at physical containment level 3 or 4 (as per Aust/NZ Standard 2243, Safety in laboratories Part 3, AS/NZS 2243:3:2010).
6. The facility is NOT suitable for storage of quarantine materials requiring DAFF certification.
7. Genetically Modified Organisms (GMO) will be archived providing storage meets requirements of corresponding legislation and all relevant IBC/OGTR approvals are in place and the approval documents are provided by the Chief Investigator.
8. All necessary external approvals for storage and transport of the materials have been gained by the CI.
9. Accuracy of the material transferred to/from the Biobank and catalogued in FreezerPro and

The materials to be transferred form part of an approved research grant with the reference of:

\_\_\_\_\_  
(eg. NHMRC12345)

\_\_\_\_\_  
PS Project Number

\_\_\_\_\_  
Chief Investigator Signature

\_\_\_\_\_  
Date

Please email completed and signed form to [biobank@adelaide.edu.au](mailto:biobank@adelaide.edu.au)

OFFICE USE ONLY

Date Received:

Processed by:

Date: