

# newHOPE

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## NewHOPE Biobank Policy and Procedures

The **NewHOPE Biobank Policy and Procedures** document sets out the requirements for requesting, accessing, and using biological samples provided by the Newcastle Human Organoid Program for Effective New Therapies (NewHOPE) at HMRI, University of Newcastle. These policies ensure ethical compliance, responsible handling of materials, and transparency in all research activities involving NewHOPE resources.

All researchers requesting samples must follow the procedures described in this document, including submitting appropriate ethics approvals, adhering to sample request timelines, and providing correct acknowledgment in publications and presentations. Use of NewHOPE materials indicates acceptance of these policies, supporting research integrity and enabling high-quality scientific outcomes.

- All organoid and cell line requests must be submitted in writing at least two weeks prior to the intended collection date to allow adequate time for scheduling, processing, and sample preparation. Availability and processing times are dependent on sample supply, existing requests, and thawing requirements for cryopreserved materials. Requests submitted with less than one week's notice may not be fulfilled. Written requests can be emailed to Marie Parsons ([Marie.J.Parsons@newcastle.edu.au](mailto:Marie.J.Parsons@newcastle.edu.au)) or the NewHOPE team ([newhope@newcastle.edu.au](mailto:newhope@newcastle.edu.au)).
- After preliminary sample access is approved, NewHOPE will issue a Letter of Support for HREC applications; once HREC approval is granted, researchers must submit the full Sample Access Form along with proof of approved ethics certification, ensuring the Lead Investigator provides and maintains valid ethics approval for all users, with updates supplied as required.
- Samples generated with NewHOPE may not be used or distributed to others outside the NewHOPE request form.
- All users must acknowledge the NewHOPE biorepository in any publications, presentations, or conference proceedings that include data derived from its samples. The acknowledgment should use the following format: "This research was supported by the Newcastle Human Organoid Program for Effective New Therapies (NewHOPE) at HMRI, University of Newcastle, with generous support of The University of Newcastle and HMRI. Users should consult NewHOPE regarding any additional acknowledgment requirements associated with specific funding sources."

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## Sample replacement Policy

NewHOPE provides cryopreserved samples either as (a) service thaws performed by NewHOPE or (b) frozen vials supplied directly to users. Replacement eligibility depends on vial viability and who performs the thaw.

### 1. General Principles

- Replacement is based on vial viability, not experimental yield.
- Non-viable or non-growing samples qualify for replacement.
- Samples that are viable and produce usable biological material do not qualify for replacement, even if the user exhausts the material.
- Overuse, optimisation work, or large experimental demand is not grounds for replacement.

### 2. Service Thaw (NewHOPE performs the thaw)

Replacement is provided when:

- The vial is non-viable at thaw;
- Cells attach but fail to proliferate under standard conditions;
- Expansion is below the expected minimum baseline for that sample type (e.g., RHB working expectation is  $\sim 3 \times T175$  flasks; DHB and KUB baselines to be confirmed).

### 3. Frozen Vial Provided to User (User performs thaw)

Replacement is not automatic. A vial is eligible only when:

- It is non-viable at thaw.
- The issue is reported immediately with basic documentation including images confirming lack of growth.
- The failure is consistent with vial non-viability rather than handling technique, contamination, or protocol variation.

### 4. Sample-Type Notes

- RHB: Each vial is expected to produce  $\sim 3$  confluent T175 flasks unless otherwise noted. ALI well counts vary and are not grounds for replacement.
- DHB and KUB: Minimum expected performance to be added once validated.