

OUTGOING HUMAN SAMPLE(S) WITHOUT INTELLECTUAL PROPERTY

A material transfer agreement (MTA) from University of Florida (UF) is not required for sending out de-identified human sample(s) for research that:

- Are not part of an existing or planned invention disclosure to UF Innovate | Tech Licensing,
- Are not protected under an issued or pending patent application,
- Have not been licensed to an entity outside UF, or
- Are not part of a contract (e.g.: consortium, grant, or sponsorship agreement) with distribution restrictions.

To transfer any material subject to any of the above limitations, please contact the Material Transfer Agreement Coordinator at UF Innovate Tech Licensing, penelopegianelli@ufl.edu with a copy to mta@research.ufl.edu.

For the purpose of this guidance, “Human Sample(s)” or “Sample(s)” refer to human specimen(s), sample(s), tissue, or cell line(s) without intellectual property (IP) or contractual restrictions.

If you have Human Sample(s) of any kind that you wish to provide to another researcher outside of UF for research or other purposes that are not part of the Institutional Review Board (IRB) protocol under which those Sample(s) were collected, **you will need to confirm the following requirements are met before sending the Human Sample(s) outside of UF:**

Needs	Action Item	Contact Unit
<p><i>Division of Environmental Health & Safety (EH&S) Requirements</i></p>	<ul style="list-style-type: none"> • You have a valid training certificate to ship biological materials. A certificate can be obtained by successfully completing the “Shipping and Transport of Biological Materials” course and certification is valid for two years. To enroll, email your name and UF ID to bs@ehs.ufl.edu and request enrollment in the shipping course. • If you handle human blood or other potentially infectious (human) materials, you must have completed Bloodborne Pathogen/Biomedical Waste training within the past year. Training is available online through myTraining (http://mytraining.hr.ufl.edu) and can be found by searching for course number (“EHS850G”). To check your last training date, log in to myTraining and click the “Training Transcript” link located under “Manage Training“ on the left hand side of the screen. • If the Sample(s) are 1) known to contain disease agents, or 2) contain recombinant/synthetic nucleic acids , or 3) are primary human tumor cells, you must have an approved Biological Agent or Recombinant DNA registration on file with the Biosafety Office. • Transport of human samples in checked luggage, carry-on luggage, or personal vehicles is restricted by law and/or policy. 	<p>Environmental Health and Safety (EH&S), Biological Safety Office Sharon Judge sjudge@ehs.ufl.edu 352-392-1591 http://www.ehs.ufl.edu/programs/bio/</p>

<p><i>Institutional Review Board (IRB) Requirements</i></p>	<ul style="list-style-type: none"> You have or had UF IRB approval to obtain the Sample(s). Informed consent was obtained from subjects for the collection and use of the Sample(s). Informed consent includes information that de-identified Sample(s) may be released from UF. No Protected Health Information (PHI) is released outside UF unless the purpose you are releasing it is specifically covered in the informed consent the subjects have signed. The recipient of the Sample(s) has received their local IRB's approval for the receipt/use of the Samples. You keep a log of any Samples you release to another institution. If you have Human Sample(s) that are coded yet de-identified when sent off-campus, you will need a Confidentiality Agreement signed by the UF Principal Investigator (PI) sending the samples, and the non-UF PI receiving the samples (see IRB website at http://irb.ufl.edu/irb01/forms/forms1.html and select the Confidentiality Agreement for Data and/or Specimens form). 	<p>Institutional Review Board (IRB) Peter Iafrate Ufirb-1@lists.ufl.edu 352-273-9600 http://irb.ufl.edu/</p>
<p><i>Division of Research Compliance & Global Support (DRCGS) Requirements</i></p>	<ul style="list-style-type: none"> Shipments involving Cuba, Iran, North Korea, Sudan, Syria, or the Crimea Region of Ukraine – Exports and Imports involving these six embargoed areas require prior U.S. Government approval. Do not ship any materials to, import materials from, or share any data with these six embargoed destinations without prior approval from DRCGS and a valid license from the relevant U.S. Government agency. International Shipments (other than to Cuba, Iran, Sudan, Syria, or the Crimea Region of Ukraine) – The U.S. export laws prohibit certain U.S. transactions with restricted parties (i.e., entities or individuals identified on various U.S. Government restricted lists). To ensure that the recipient of your shipment is not a restricted party, it is required a Restricted Party Screening by DRCGS or an approved department representative has occurred prior to shipment. Contact us at: exportcontrol@research.ufl.edu 	<p>Division of Research Compliance & Global Support Marsha Pesch 352-392-9174 https://research.ufl.edu/compliance/export-controls.html</p>
<p><i>Only applies to departing PIs</i></p>	<ul style="list-style-type: none"> Notify your Research Dean, Department Chair or Departmental Contact to complete a “Notification of Departing PI” form: https://research.ufl.edu/forms/notification-of-departing-pi.html You have a consent from your college representatives (e.g.: Research Dean or Department Chair) to move the Sample(s). 	<p>Respective college or department representative</p>

For PIs who want an agreement to send out Sample(s), this letter agreement can be used: [Letter Agreement](#)