



# Standard Operating Procedure Mater Research Biobank – Cost Recovery Guidelines

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# 1. Introduction

## 1.1 Purpose

The purpose of this document is to describe the standardised procedure for cost recovery for access to the Mater Research Biobank (MRB).

## 1.2 Scope and context

This standard operating procedure (SOP) outlines cost recovery for both internal and external users of Biobank services. Such cost recovery is in place to ensure funding that enables service continuation.

## 1.3 Governing policy

Biobank Policy (MPPL-08159)

# 2. Procedure requirements

## 2.1 Direct Research Costs schedule

The MRB endeavours to support medical research by offering fair and equitable access to its vast array of Biospecimens and Clinical Data for scientifically valid, ethically approved studies.

These guidelines, prepared by the MRB Leadership Team, is intended to provide researchers with a table of items associated with provision of materials and information, and indicative costs associated with these items. The cost schedule will be made available to applicants for research grants for inclusion in their application budgets as a component of the direct research costs of their research project. The NHMRC in 2013 determined that facilities, including biobanks, will be able to recover the costs of services provided directly from researchers using NHMRC grant funds from 2013. A biobank collection such as the MRB is a very valuable commodity, and this cost recovery schedule is in part built to reflect the value and importance of respect for this resource.

## 2.2 How are costs estimated?

Cost recovery in a complex program such as the MRB is not simple, as costs are not easily defined in a longitudinal study with multiple follow up points and serial sampling of blood and tissues. This notwithstanding, we endeavour to keep charges for tissue, data and analytes fair and reasonable whenever possible to encourage collaboration and further research. The costs put forward are estimated by assessing the individual costs of procurement including the consent process, obtaining the biospecimen from the clinical service, biospecimen processing itself into component parts, labelling, storage, clinical data collection and associated data entry, and packaging and distribution. That is, assessing costs based only on an evaluation of the actual supply chain in terms of time and reagents. Accordingly, the costs that the MRB is prepared to charge will inevitably be less than the full costs of supplying biobanking services to research.

There are 3 forms of fees established by the MRB:

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1. Service/Application fee – a one-off fee of \$50 payable for each application received in full that proceeds to review. In some instances, many hours of biobank staff time are required to coordinate the appropriate access to biospecimens and associated data. A component for this time can be included in any project grant application.
2. Individual Sample and data access fees (as outlined in below schedule) for materials and data already held by the MRB.
3. Prospective services (scientifically justifiable new collections of biospecimens and associated health information where existing collections do not exist). Due to the vast range of biospecimens collection requirements these costs are discussed on application.

### Fee schedule

Tissue Samples	Unit	Cost (AUD)
Snap frozen tissue	5 x 5mm approx.	100
Frozen tissue DMSO	5 x 5mm approx.	110
DNA aliquot	1 ug	60
RNA aliquot	500ng	60
DNA/RNA extraction	Ea (Qiagen Allprep)	120
Blood Samples	Unit	Cost (AUD)
Plasma/serum	1ml	30
Germline DNA from blood samples	1 ug	30
PBMCs	1ml	60
Processing and storage	NA	70
Data collection	Unit	Cost (AUD)
Further medical record review/interview	Per hour	60
Additional clinical data outside core dataset	Per Hour	60
TMA construction	Unit	Cost (AUD)
Block call in (payable to pathology) onsite	each	6
Block call in (payable to pathology) offsite	each	54
Pathology review	Per hour or part thereof	350
TMA construction	Per hour	60

## 2.2.1 In-Kind Support and Special Access

Samples and data may be offered in-kind under special circumstances at the discretion of the MRB leadership team. Special circumstances may reflect novel projects, Mater Investigators, or investigators unable to fund the total cost of the access to samples or data.

## 3. Assurance

### 3.1 Related legislation

- Transplantation and Anatomy Act 1979
- Transplantation and Anatomy Regulation 2017

### 3.2 Standards

- Canadian Tumour Repository Network (CTRNet) Standard Operating Procedures: <https://biobanking.org/operating-procedures>



- Best Practices: Recommendations for Repositories. Fifth Edition. International Society for Biological and Environmental Repositories (ISBER) 2018. Campbell LD, Astrin JJ, Brody R, DeSouza Y, Giri, J, Patel AA, Rawley-Payne M, Rush A and Sieffert N.
- ISO 20387:2018[E] Biotechnology – Biobanking – general requirements for biobanking
- National Cancer Institute (NCI) [Best Practices for Biospecimen Resources](#) (2016)
- Resources - NSW Health Statewide Biobank

### 3.3 Assurance activities

All quotes, costings are stored with project information to ensure full transparency and to ensure that the biobank operates on a strict cost recovery only model as outlined in state legislation.

## 4. Responsibilities and delegations

The SOP applies to all Biobank personnel that work at the Biobank site and are responsible for storing Biobank samples and/or transferring samples when storage equipment fails. This may include the following personnel:

Biobank Personnel	Responsibility/Role
Laboratory technician/scientist/research assistant/research officer/biobank officer	Responding to alarms, determining that equipment failure has occurred, transferring samples to back-up capacity
Biobank Director, Manager, and/or Coordinator	Responding to alarms, overseeing or transferring material to back-up capacity, and updating lists and procedures. Ensuring that adequate backup storage capacity exists in the facility as part of a risk mitigation strategy.

## 5. Related documents

### 5.1 Mater documents

- MRB SOP Material Request Application Form (MPPL-07961)

### 5.2 Earlier revisions

Revision #	Published date	Comment
1.0	September 2025	New Document

### 5.3 Key contacts

<b>Author</b>	Clinical Research Coordinator
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**Affirmation**

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