



## WA DNA Bank Access Policy

### Version 2.0

#### **WHAT IS THE WA DNA BANK (WADB)?**

The WADB was established in 2006 to provide the infrastructure, consumables and personnel for up-to-date biospecimen processing and dual-site curation of human DNA samples in Western Australia for medical research purposes. A key aim of the WADB is to facilitate access to human DNA collections by the broader Western Australian and Australian research communities. The WADB will establish a common storage and management system for biospecimens in WA as a pre-requisite for making them more widely available as a national resource.

Access to any of the DNA samples and contributing datasets cannot be guaranteed by the WADB as this requires the approval of each of the DNA/data Custodians involved in the request. External users will be required to enter into negotiations with individual Custodians within the WADB for access that will necessarily involve defining authorship and cost recovery. However it is reasonable to anticipate that the infrastructure established under the WADB will greatly increase the opportunities for Australian researchers to access both large population-based genetic epidemiology resources and smaller research datasets held by individual research groups in Western Australia.

#### **Scope**

The scope of this Policy covers all requests for access to samples in the WADB collection, regardless of who makes the request. **This Policy does not cover requests for access to the associated clinical and phenotypic data collections.** Such requests must be made directly to the data Custodians.

**THIS POLICY IS EFFECTIVE FROM 5 APRIL 2007  
AND WILL BE APPLIED TO ALL CURRENT AND FUTURE APPLICATIONS.**

***This policy will be updated as required and the latest versions of relevant documents will be available on the WADB website. It is the responsibility of researchers and analysts to be aware of and adhere to any changes.***

## **ACCESS TO WADB COLLECTIONS**

- The information obtained from the WADB is not to be used directly for clinical decisions or treatment of individual patients, nor to identify individual service providers.
- Applications to access these collections must abide by the processes and principles outlined in this Policy. With this access comes responsibilities which must be taken seriously. Permission for access may be withdrawn by the WADB, in consultation with the Custodian, if information was provided to the WADB that a researcher has breached any of the processes and principles outlined in this Policy.
- Access by Commercial entities or international researchers is at the discretion of the Custodian.
- It is mandatory that investigators acknowledge the WADB facility in any published work that results from accessing the DNA samples.

### **WADB Management Committee**

The WADB Management Committee is responsible for administering this Access Policy.

All applications are processed by the WADB Manager and reported to the WADB Management Committee at completion. In general, access will be granted if:

1. evidence is provided that the appropriate Institutional HREC approval has been granted, and the responsible investigators have undertaken in writing to abide by their stated conditions.
2. evidence is provided that the Custodian of the DNA sample(s) has given approval for access.

### **Types of Access**

Where agreed by the Custodians, and with approval from a Human Research Ethics Committee (HREC), de-identified DNA samples may be provided to the applicant as a stand-alone resource. The amount of DNA supplied to the applicant will be dependent on the quantity available in storage. The Custodians of the DNA, often a clinical group, retain the right to determine how much DNA ("the quantity") is provided to individual applicants.

The WADB will provide the estimated concentration and purity of each DNA sample but takes no responsibility for the samples after transportation. Where DNA is in limited supply or unavailable the WADB will inform the applicant.

### **Associated Phenotypic Data**

Phenotypic or clinical data is not curated by the WADB and therefore cannot be accessed via the WADB. Approval for access to the associated data must be sought from the Custodian of the DNA samples. If the Custodian consents, data can be obtained directly from the Custodian or from the Western Australian Genetic Epidemiology Resource ([WAGER](#)) (if curated by WAGER).

### **Access Fees**

There are two potential fees. The first may be paid to WADB based on full cost recovery for the provision of the DNA samples associated with the costs of consumables, transportation and personnel time. The second may be paid to the WADB based on partial cost recovery for the provision of the DNA samples as outlined above.

### **Audit**

It should be noted that HREC representatives may conduct random audits to ensure all these conditions are met.

### **Appeals Process**

If any dispute or difference arises between parties in respect of any matter referred to in this document, then either party may by notice in writing to the other, specify the nature of the dispute or difference. In the event a mutually acceptable resolution is not reached either party can call for its submission to the independent WADB Advisory Committee.

## PROCEDURE FOR THE APPLICATION FOR USE OF WESTERN AUSTRALIAN DNA BANK (WADB) SAMPLES

1. Researchers requesting access to WADB collections must complete a [WADB Access Application Form](#) in accordance with the guidelines below.

This will be a short form that will include:

- a. title of study
  - b. principal investigator's name and institution, and co-investigators
  - c. executive summary of the study (brief)
  - d. proposed laboratory protocols (including an estimate of the quantity of DNA required)
  - e. anticipated numbers of samples required
  - f. any proposed timelines
  - g. the name and contact details of the Custodian of the DNA samples
- DNA samples will not be provided for approved projects until evidence is provided that the appropriate Institutional HREC approval has been granted. **A copy of the HREC approval letter must be attached to the Access application.**
- DNA samples will not be provided for approved projects until evidence is provided that the consent of the Custodian has been obtained. **A copy of the Custodian's approval letter must be attached to the Access application.**
2. The WADB Manager will liaise directly with the Custodian to facilitate the progression of the application and will report the outcomes to the Management Committee when the application is complete.
  3. The WADB Manager will review the application including the determination of any fees..
  4. The WADB Manager will inform the Principal Investigator (PI) of any applicable fees and these must be agreed to in writing by the PI before the application can be finalised.
  5. If all of the above conditions are completed satisfactorily, final approval for the application for access to DNA samples will be given by the WADB in writing. In accordance with a material transfer agreement (MTA) the agreed number of DNA samples will then be transported to the address supplied by the PI at a date mutually agreed by the WADB and the PI involved.
  6. As a courtesy the WADB will inform the Custodian's governing institution when DNA samples are transferred interstate or overseas.