

**The Human Organoid Innovation Hub (HOIH)**  
**Policies and Procedures**  
**Updated: May 13<sup>th</sup>, 2022**

- Users **must** acknowledge the use of the HOIH core facility in all publications, conference proceedings, presentations, and abstracts. Examples of appropriate language include “This work was supported by the Human Organoid Innovation Hub in the Snyder Institute at the University of Calgary with the generous support of the Cumming Medical Research Fund and the office of the Vice President of Research. We also thank the \_\_\_\_\_ (appropriate tissue bank) for supplying the tissue for use in this project.”
- All users must have and send a copy of the appropriate ethics certification and protocols for their desired tissue (mouse or human) to the HOIH prior to receiving samples. The HOIH is happy to assist with ethics protocol writing, if necessary.
- Cryopreserved or growing organoids generated in the HOIH **may not** be distributed to others outside of the individuals listed on the HOIH request form, in compliance with our ethics protocols.
- The HOIH requires **one-week written notice** for organoid requests involving 10 or fewer domes/transwells. The HOIH requires **three weeks written notice** for 11 or more domes/transwells. This is subject to availability of growing organoids and other requests. If organoids are cryopreserved at the time of request, add 2 additional weeks to request. Written requests can either be via email to Grace Baruta (gmhudson@ucalgary.ca) or Elizabeth Hughes (chughes@ucalgary.ca) or via the HOIH request form.
- Users must request media **2 full business days** in advance.
- Users must cancel **3D organoids** and **organoid monolayer** orders **3 business days prior** to the scheduled order pick-up to avoid fees. Failure to cancel by this time will result in getting charged for the materials requested.
- Cancelling **media** requests must be completed **24-hours prior** to the requested pick-up date and time. Failure to cancel by this time will result in being charged for the media requested.
- Users are responsible to evaluate the samples requested prior to bringing the samples back to their own facilities. The HOIH will provide necessary equipment (e.g., white light/fluorescent microscope) for users to evaluate their samples prior to exiting the HOIH. Please verify with HOIH staff that the organoids

requested are of sufficient quality for your needs. HOIH is not responsible for the viability of cultures once they have left the HOIH facility and any issues will be addressed on a case-by-case basis.

- Users must be aware that there are fees associated with using HOIH facility resources; once you inquire about using the resources, you will be given a quote for these services. Due to changing prices of consumables and organoid related necessities, pricing is subject to change.