

UWHC SURGICAL PATHOLOGY ARCHIVED TISSUE REQUEST FORM GUIDE

The following document serves as a guide to help investigators complete the attached form as well as understand the current policies within the UWHC Department of Pathology and Laboratory Medicine as they pertain to the use of human tissue for research. The UWHC Department of Pathology and Laboratory Medicine, Section of Surgical Pathology facilitates the procurement and release of scientifically relevant tissue for researchers, while at the same time ensuring that the release of this material does not adversely impact patient care and is in compliance with federal/state/local regulations and hospital policy. In order to ensure quality patient care and safety, regulatory compliance and fiscal realities, the following operating procedure for the request of human archived tissues for research has been established.

Prior to requesting human archived tissues for research, please submit the following documents for review to the Department of Pathology at IRB@pathology.wisc.edu:

- UW or outside IRB Approval/Exemption letter
- In the case of an outside IRB, please provide a copy of the UW deferral (CIRB) or corresponding UW IRB number (WIRB)
- Copy of the IRB application
- Copy of the protocol
- Copy of lab manual (if available)
- Copy of blank informed consent form (if applicable)
- Copy of blank HIPPA form (if applicable)

Once the documents have been submitted, a tissue request should be submitted via fax using the UWHC Surgical Pathology Archived Tissue Request Form (1555.SPPP.5.12.F1 Archived Tissue Request Form 080613).

GENERAL INFORMATION

REQUEST DATE: Date the request is faxed to Surgical Pathology

PATIENT NAME: Include the patient's full name, including middle initial (if applicable).

MR#: Include the patient's medical record number located in UW HEALTH LINK; the last 4 digits of the patient's social security number are acceptable for VA patients ONLY.

DOB: Include the patient's date of birth; there are frequently patients with the same name, so this information is crucial.

SURGICAL PATHOLOGY NUMBER: The required number is located in UW HEALTH LINK under the "Path" tab; once the pertinent tissue is identified, the corresponding number is located at the top of the document and reads SURGICAL PATHOLOGY (Acc# HCS-13-#####). Please include the last letter, the last two digits of the year and the five digit number (**S-13-#####**). Please do not request tissue until the final diagnosis is rendered in HeathLink.

REQUESTOR NAME: Include your full name.

REQUESTOR CONTACT INFORMATION: Include a phone number of someone immediately familiar with the request in case Lab has any questions about it.

GROUP MRN/STUDY BILLING NUMBER: Each Clinical Trial/Study will have an associated Group MRN. This information can be obtained from the designated official within the UWCCC or ICTR. For investigator-Initiated studies (not Clinical Trials), please contact the Pathology Research Specialist, Janis Parkinson (262-5803 or jparkinson@uwhealth.org) so that a Study Billing Number can be created.

ASSOCIATED PATHOLOGIST: If your study has a UW affiliated pathologist, please list their name here.

PRINCIPAL INVESTIGATOR: Include the name of the investigator listed on the IRB approval letter; do NOT include the name of the treating physician.

STUDY PROTOCOL: Include the associated name (RTOG/ECOG/COxxx) of the trial; in the event there is none, please include a shortened version of the study title.

UW OR CENTRAL IRB APPROVAL #: Every study using human tissue conducted on campus should have either an approval or exemption letter from the Institutional Review Board (IRB). Some studies may have approval from an outside board (CIRB/WIRB); however even in these instances, there is a corresponding UW IRB number and this number should be provided.

MOST RECENT IRB EXPIRATION DATE: Include the expiration date listed on the most recent IRB approval letter; please make sure to send updated letters annually to IRB@pathology.wisc.edu so that your request is not delayed.

UW ACCRUAL GOAL: Include the number of patients/cases the IRB has approved for you to enroll/use in your study.

PATHOLOGY SERVICES REQUESTED You may choose more than one option:

RETRIEVAL FROM ARCHIVED: Pathology cases (blocks) that are more than ~12 months old have been sent to the archives (Off-Site) and must be retrieved before tissue can be provided.

STAINING: After slides are cut, they can be stained by a number of methods including Hematoxylin & Eosin (H&E), Periodic Acid Schiff (PAS), etc.

CUTTING: Generating unstained slides, ribbons, curls or slides for further staining from tissue blocks

OTHER: Free Text Option; some investigators indicate "ELIGIBILITY" and if they need to have tissue cut or just confirming that there is adequate tissue for study enrollment.

MATERIAL REQUESTED

SITE/ORGAN: What is the source of tissue? Indicate Colon/Breast/Liver/Lung/Heart/Prostate/Bone Marrow, etc.

DESCRIPTION: Indicate what you need: Normal tissue, Tumor tissue, Metastatic disease, or a combination of the 3

UNSTAINED SLIDES: Indicate how many slides and at what thickness your protocol requests

STAINED SLIDES: Indicate how many slides and the type of stain your protocol requests

TUBE (RIBBONS/CURLS/MOLECULAR STUDIES): Tissue will be cut and placed in eppendorf tubes (no slides); please state how many sections and what thickness are requested.

CORE PUNCH: Some studies request core punches (like a round cookie cutter that removes the tissue from the block); please state how many punches and the requested diameter of each. Please note that punches will be performed by the Translational Research Initiative in Pathology Lab (TRIP Lab) and is associated with an additional fee.

OTHER: Indicate here if a tissue block is requested. Please note, the UWHC Department of Pathology policy is to release unstained slides and core punches preferentially to the release of tissue blocks. When minimal archived diagnostic tissue exists, slides and/or the release of blocks may not be possible. In the event a clinical trial does not provide for submission of unstained blocks or slides, a case-by-case review will be performed to determine whether a block may be released. It is therefore strongly recommended that staff make their selections from the previous material choices.

TO BE PERFORMED BY: Please designate whether you wish for the unstained slides/ribbons/curls to be generated by the UWHC Hospital Histology Lab or the Translational Research Initiative in Pathology Lab (TRIP LAB).

BONE MARROW REQUESTS

BONE MARROW ASPIRATE: This is usually determined/performed in advance, at the time of the bone marrow aspiration; if it has been done, please state how much aspirate in milliliters (mL) was collected for study

TUBE TYPE: This is usually determined/performed in advance, at the time of the bone marrow aspiration; if it has been done, please indicate in what color tube the peripheral blood was collected for study

NUMBER OF UNSTAINED SLIDES: State how many unstained slides of each type of specimen are being requested

PERIPHERAL SMEAR: Slide previously created from collected peripheral blood for study

ASPIRATE SMEAR: Slide previously created from collected bone marrow aspirate for study

TOUCH PREPS: Slide previously created from collected core biopsy and touching it to the slide

CORE BIOPSY: Slide that WILL BE created from archived bone marrow core biopsy

NUMBER OF STAINED SLIDES: State how many stained slides of each type of specimen are being requested and the type of stain required; H&E, immunohistochemistry, special stains, etc.

APLIS BILLING These areas of the form are for internal Lab use only

REMINDERS:

Please complete the document in its entirety and ensure all fields are accurate. You may wish to fill in one master form per study so the recurring information such as Group MRN, PI, study name, IRB number etc., is already completed.

- Just as at least 2 patient identifiers are required for clinical tissue submissions, the same is true for study request.
- We **cannot process requests** if PI, study name and IRB number do not match nor if current IRB approval or other documents are not on file
- If you have questions regarding completing the request form, please contact Dr. Kristina Matkowskyj at (608) 265-4235, via pager #1944, or email matkowskyj@wisc.edu
- If you are unsure of or need to create a Group MRN for your study, please contact Janis Parkinson at 262-5803 or jparkinson@uwhealth.org.
- Fax the completed UWHC Surgical Pathology Archived Tissue Request Form along with the pertinent pages from the informed consent and HIPPA forms to (608) 262-7174.
- Pertinent pages of the informed consent and HIPPA forms include 1) patient's selection for submission of tissue for research, 2) agreement to enroll in the study and 3) signature pages.
- You can expect a 3-7 day turn-around time; if you need a request expedited, please contact Dr. Kristina Matkowskyj.