DF/HCC RESEARCH PATHOLOGY CORES- POLICIES

ADMINISTRATION:
- All DF/HCC Pathology Cores:
    - Are governed by the same guidelines
    - Are overseen by the same committees
    - Are coordinated by one centralized administrative unit
    - Share identical administrative processes and pricing
    - Offer open access to all
- Investigators are asked to acknowledge the valuable services provided by Dana-Farber/Harvard Cancer Center Core Facilities in your research papers and publications: [e.g. "This research was supported by the (insert Core name) Core Facility of the Dana-Farber/Harvard Cancer (P30 CA06516)."]

OPERATIONAL:
- To obtain Core services, investigators must first complete the online form for initiating an account for billing and tracking purposes
- A printed copy of your new "Work Request" containing detailed explanation of services requested and billing information must accompany the samples
- All work requests are processed in the order they are received unless a critical deadline sanctions it as a priority with the approval of the Core director
- Investigators are asked to collect all blocks, remnant tissues, and empty containers when they pick up their completed work request
- Cores may dispose of all unclaimed materials 90 days after the investigator is notified that the work request has been completed
- A storage fee of $1.00 per request per day may be charged starting 30 days after the investigator has been notified that their work is complete and ready for pick up
- Cores are not a tissue repository and cannot provide tissues or blocks to investigators
- The Pathology Cores are committed to provide high quality services and diligent care of materials and specimens. However, we will not be responsible for unsuccessful projects stemming from inadvertent specimen damage or loss, improper tissue handling or fixation, or reagent/equipment failure
- The Core Directors reserve the right to provide customized services for special requests based on the technology and time commitment required. Special requests may also include additional charges for technical and/or professional support, which should be discussed and negotiated prior to services being provided

FINANCIAL:
- Histopathology services are provided as a fee for service function to recover expenses for technical services rendered. By requesting services via this website you are accepting responsibility for the fees charged
- Subsidized rates are available to all DF/HCC investigators studying human cancer and animal models of cancer
- Invoices are tabulated and distributed monthly
- Payment terms are 45 days from receipt of invoice and past due after 90 days
- An investigator will receive a written delinquent notice after 180 days; with 3 past due notices, an investigator will be denied services at all DF/HCC research Pathology Cores until payment is received in full

- Due to a recent regulatory change in the financial offices at all Harvard affiliated institutions; it is now mandatory for **ALL USERS** of the DF/HCC Pathology Cores to provide a billing code on all new work requests. See chart below for your institution's billing code requirements

Investigator's Institution	Internal Users- [Core facility located within your institution] **Billing Code Required**	External Users- [Core facility located outside of your institution] **Billing Code Required**
BIDMC	Not Applicable	Cost Center # [6 digits] or PO #
BWH [Partners]	Peoplesoft # [2200-959800-XXXXXX]	Peoplesoft # [2200-959800-XXXXXX] or PO #
CH	Not Applicable	Cost Center [6 digits] or PO #
DFCI	Not Applicable	Cost Center [6 digits] or PO #
HMS	33 Digit Billing Code	33 Digit Billing Code or PO #
HSDM	33 Digit Billing Code	33 Digit Billing Code or PO #
HSPH	33 Digit Billing Code	33 Digit Billing Code or PO #
HU	33 Digit Billing Code	33 Digit Billing Code or PO #
MGH [Partners]	Peoplesoft # [1200-959800-XXXXXX]	Peoplesoft # [1200-959800-XXXXXX] or PO #
McLean [Partners]	Peoplesoft # [1600-959800-XXXXXX]	Peoplesoft # [1600-959800-XXXXXX] or PO #
All Others	Not Applicable	Institutional billing code or PO #