

Harvard Medical Area Core Management System

Currently hosting the following cores located at Brigham and Women's Hospital and Massachusetts General Hospital.

Specialized Histopathology Services- Longwood [SHL] at BWH

- Histopathology Services
- Immunohistochemistry Services
- Immunofluorescent Services
- In Situ Hybridization Services
- Patient Block/Slide Retrieval & Associated Services

Tissue Microarray & Imaging [TMI] at BWH

- Customer Tissue Microarray Construction Services
- Core Punch for DNA/RNA Extraction
- Digital Bright Field Imaging Services
- Digital Immunofluorescent Imaging Services

Specialized Histopathology Services- MGH [SHM] at Charlestown Navy Yard

- Histopathology Services
- Immunohistochemistry Services
- Immunofluorescent Services

Getting Started- DF/HCC Pathology Cores

There are 3 steps to Getting Started to use the BWH and MGH Cores: 1) Create an account, 2) create a project folder, and 3) submit a request. You only need to do steps 1 and 2 the first time you use the Cores. This new customer account will give you access to use the 3 DF/HCC Pathology Cores.

- I. **Create a New Customer Account**- There should only be one customer account for each PI/Group; all duplicate accounts will be inactivated. Please email lauri_wyner@hms.harvard.edu to see if your PI/Group has an existing account.
 1. Go to the [Harvard Medical Area Core Management System](#)
 2. Click on **New Customer: Create a new account** located just below the login field
 3. Fill out the form
 4. Click **Submit**
- II. **Create a New Project Folder [or Add a New User]**- You should re-use this project folder for all work requests related to this project.
 1. Login to the [Harvard Medical Area Core Management System](#)
 2. Click on **New Project Folder**
 3. Select your name from the list [or add a new name in the open text fields]
 4. Check all appropriate boxes indicating funding sources available to you [this is just a survey question for NIH/NCI reporting, you will be asked for a billing number to reference on the associated invoice when you fill out the work request form]
 5. Enter a brief project description [*e.g., 01-234: MDS Clinical Trial*]
 6. Click **Submit**
- III. **Submit a New Work Request**- Please note that the BWH Cores and the MGH Core have different work request forms. Instructions for each are below.

Please contact the Core directly for all technical questions or project status inquiries; see main landing page for contact information.

BWH PATHOLOGY CORES: Specialized Histopathology- Longwood [SHL] & Tissue Microarray & Imaging [TMI]

1. Login to the [Harvard Medical Area Core Management System](#)
2. Select your name from the list of project scientists.
3. Click on your project folder title [e.g., 01-234: MDS Clinical Trial].
4. Click on **Submit a work request**.
5. Select the **BWH Pathology Core [DF/HCC]** and click submit.
6. Select a funding source
7. Select a billing number from your group's dropdown list. If you do not see the appropriate billing number in the dropdown, you can enter a new one in the open text field to the right of the list.
 - Internal Partners customers- enter a 6-digit BWH or MGH research fund number.
 - External DFCI customers- enter a 7-digit DFCI research fund number or a purchase order number.
 - All other External customers- enter a purchase order number, or whatever your institution accounts payable office would like referenced on the associated invoice for this request.
8. If you are not local to the area, please provide your FedEx or UPS account number and a return shipping address for your materials to be sent. If no shipping address is provided, the core will expect you will arrange for someone to pick up your materials.
9. Check the box[es] for the core facilities/sub-groups you intend to use.
10. If patient block/slide retrieval services are needed, please complete the lower section. You can skip this section if you are providing the samples. You **MUST** provide your **IRB Approved Study Protocol #**. All other responses are optional.
11. Click **Save**.
12. Go to Sample screen and enter the details for all samples to be submitted or all patient block[s] to be retrieved.
13. If you checked the box on the first screen requesting **Patient Block/Slide Retrieval Services at SHL [CT]**; then you must select Provided by Core-BWH Archive, Core-MGH Archive or Core-Faulkner Archive. Otherwise your form will fail.
14. Once all samples have been entered, click on **SHL Services** and/or **TMI Services** to request core services needed for that sample. You will also have the option to apply services to all samples.
15. After indicating all services needed, click on **Main Page** at the bottom of the window.
16. Enter **Special Instructions/Comments** to the Core staff in the open text field if there is any additional information you would like the staff to know.
17. Click **Submit**.
18. You will be prompted to print a copy of your work request form to accompany your samples to be dropped off at the cores. If the core is providing the tissue, you can disregard that step.

MGH PATHOLOGY CORE: Specialized Histopathology Services- MGH [SHM]

1. Login to the [Harvard Medical Area Core Management System](#)
2. Select your name from the list of project scientists.
3. Click on your project folder title [e.g. *Glioblastoma Study: Mouse Model*]
4. Click on **Submit a work request**.
5. Select a **Specialized Histopathology Services - MGH [DF/HCC]** work request form and **Submit**.
6. Select a funding source
7. Select a billing number from your group's dropdown list. If you do not see the appropriate billing number in the dropdown, you can enter a new one in the open text field to the right of the list.
 - Internal Partners customers- enter a 6-digit MGH or BWH research fund number.
 - External DFCI customers- enter a 7-digit DFCI research fund number or a purchase order number.
 - All other External customers- enter a purchase order number, or whatever your institution accounts payable office would like referenced on the associated invoice for this request.
8. Select a Tissue Format from the dropdown list.
9. If you are not local to the area, please provide your FedEx or UPS account number and a return shipping address for your materials to be sent. If no shipping address is provided, the core will expect you will arrange for someone to pick up your materials.
10. Complete the form and **Submit**.
11. You will be prompted to print a copy of your work request form and bring that along with your samples to the core.

Pricing & Billing Details

Current Prices: Go to [Harvard Medical Area Core Management System](#), in the upper left margin.

Remit details for External Customers:

Brigham and Women's Hospital Core facilities:

Make check payable to:

Brigham and Women's Hospital

Send check to:

Partners HealthCare Research Management
ATTN: Research Core Analyst
Suite 750 399 Revolution Drive
Somerville, MA 02145

Tax ID #: 04-2312909

Massachusetts General Hospital Core facility:

Make check payable to:

Massachusetts General Hospital

Send check to:

Partners HealthCare Research Management
ATTN: Research Core Analyst
Suite 750 399 Revolution Drive
Somerville, MA 02145

Tax ID #: 04-2697983

Account management or billing questions, please contact the DF/HCC Research Cores Director of Administration at lauri_wyner@hms.harvard.edu.

Dana-Farber/Harvard Cancer Center Membership

Member Application: The Dana-Farber/Harvard Cancer Center Pathology Cores are subsidized by the NIH/NCI, so we are able to provide investigators at the 7 participating institutions with cancer relevant, peer-reviewed funding a reduced rate for all services at any of the pathology cores. Please go to <http://www.dfhcc.harvard.edu/membership/> if you would like to view the member requirements. If you meet these criteria and would like to participate in the Cancer Center, then you can fill out an application online at that same site. The membership committee meets monthly to review new applicants, and if approved they are then passed on to the Program Leader[s] for program alignment approval. The membership committee Cc's me on all new membership approvals so if I see one come in for you then I will update your status in the Pathology Cores system for the reduced rates.

The contact person in DF/HCC Research Administration who manages all new member applications is Jackie Hwang, she can answer any questions that you may have. She can be reached at jackie_hwang@dfci.harvard.edu or 617-632-5685.