

Harvard Medical Area Core Management System

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

- **Specialized Histopathology Services- Longwood [SHL]** at BWH [Histology, IHC, IF, ISH, and patient block/slide retrieval services]
- **Tissue Microarray & Imaging [TMI]** at BWH [Custom TMA construction, core punch for DNA/RNA work, and imaging services,]
- **Rodent Histopathology [RHP]** at HMS [Histology services]
- **Transgenic Mouse [TMC]** at HMS [Generation of transgenic and knockout mice]
- **Specialized Histopathology Services- MGH [SHM]** at Charlestown Navy Yard [Histology, IHC, and IF Services]

Getting Started- DF/HCC Pathology Cores

There are 3 steps to Getting Started to use the 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 core. This new customer account will give you access to use all of the DF/HCC Pathology Cores located at the BWH, HMS and MGH.

1. **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 at <https://pathcore.hms.harvard.edu>.
 2. Click on **New Customer: Create a new account** located just below the login field.
 3. Fill out the form and select **Submit**.
2. **Create a New Project Folder or Add a New Requester-** You should re-use this project folder for all work requests relevant to this particular project.
 1. Login to the Harvard Medical Area Core Management System at <https://pathcore.hms.harvard.edu>.
 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 the specific fund number you would like referenced on the invoice when you fill out the work request form].
 5. Enter a brief project description [e.g. 01-234: MDS Clinical Trial].
 6. Click on **Submit**.
3. **Submit a New Work Request-** Below are 3 sets of instructions for requests to the 1) BWH Pathology Cores, 2) HMS Cores and 3) MGH core.

INSTRUCTIONS FOR BWH PATHOLOGY [DF/HCC] CORES:

1. Login to the Harvard Medical Area Core Management System at <https://pathcore.hms.harvard.edu>.
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 BPC multi-core work request form for the **BWH Pathology Core [DF/HCC]** and click submit.
6. Select a funding source and billing number; if you do not see your billing number you can enter a new one in the open text field.
 - Internal Partners customers- provide a 6-digit BWH or MGH research fund number.
 - External DFCI customers- provide a 7-digit DFCI research fund number or the 5-digit protocol number
 - All other External customers- provide a purchase order #, a research fund number, or whatever your institution accounts payable office would like referenced on the associated invoice for this request.
7. If return shipping is needed, please provide your FedEx or UPS account number and a shipping address. If no shipping address is provided, the core will expect that you will arrange for someone to pick up your materials.

8. Check the box for each core relevant to this request.
9. If patient block/slide retrieval services are needed, check the suitable box[es] on the lower half of the screen.
10. Save.
11. Go to Sample screen and enter the details for all samples.
12. Once all samples have been entered, click on **SHL Services** or **TMI Services** to request core services needed for that sample or you can apply to all samples.
13. After indicating all services needed, go back to main page and **Submit**.
14. 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.

INSTRUCTIONS FOR HMS [DF/HCC] CORES:

1. Login to the Harvard Medical Area Core Management System at <https://pathcore.hms.harvard.edu>.
2. Select your name from the list of project scientists.
3. Click on your project folder title [e.g. *AML Study: Mouse Model*].
4. Click on **Submit a work request**.
5. Select the appropriate work request form and click Submit.
6. Select a funding source and billing number; if you do not see your billing number you can enter a new one in the open text field.
 - Internal HMS customers- provide a 33-digit billing number
 - External Partners customers- provide a 6-digit BWH/MGH research fund number or a purchase order number
 - All Other External customers- provide a purchase order #, a research fund number, or whatever your institution accounts payable office would like referenced on the associated invoice for this request.
7. Select a Tissue Format from the pull down list.
8. If return shipping is needed, please provide your FedEx or UPS account number and a shipping address. If no shipping address is provided, the core will expect that you will arrange for someone to pick up your materials.
9. Complete the form and submit.
10. You will be prompted to print a copy of your work request form and bring that along with your samples [if applicable] to the core. *Note: Transgenic Mouse Core customers return to landing page if you need to download a new application for services.*

INSTRUCTIONS FOR MGH PATHOLOGY [DF/HCC] CORE:

1. Login to the Harvard Medical Area Core Management System at <https://pathcore.hms.harvard.edu>.
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 click submit.
6. Select a funding source and billing number; if you do not see your billing number you can enter a new one in the open text field.
 - Internal Partners customers- provide a 6-digit BWH or MGH research fund number.
 - External customers- provide a purchase order #, a research fund number, or whatever your institution accounts payable office would like referenced on the associated invoice for this request.
7. Select a Tissue Format from the pull down list.
8. If return shipping is needed, please provide your FedEx or UPS account number and a shipping address. If no shipping address is provided, the core will expect that you will arrange for someone to pick up your materials.
9. Complete the form and submit.
10. You will be prompted to print a copy of your work request form and bring that along with your samples to the core.

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

Pricing and Billing Contact

A link to current prices are available on the Harvard Medical Area Core Management System webpage at <http://pathcore.hms.harvard.edu>.

Account management or billing questions, please email the DF/HCC Pathology Core Administrative Manager 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.dfcc.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.