

Instructions for requesting MGH patient tissue for research via the DF/HCC BWH Pathology Cores [BPC]

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.

Note: There should be only 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.

I. Create a new customer 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 and select **Submit**

II. Create your project folder

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 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**

****You should re-use this project folder for all work requests relevant to this particular protocol****

III. Submitting a new work request for an existing project

1. Login to the [Harvard Medical Area Core Management System](#)
2. Select your name from the list of project scientists
3. Select 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]**
6. Select a funding source and enter a billing number in the open text field.
 - Internal Partners customers- provide a 6-digit BWH or MGH research fund number
 - External DFCl customers- provide a 7-digit DFCl 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 **SHL** and **CT** in the general information section on the upper half of the screen.
9. Check any appropriate boxes in the Patient Block/Slide Retrieval Services section on the lower half of the screen and save.
10. Go to Sample screen and enter the details for all blocks or original H&E's to be retrieved.
11. Once all blocks/slides have been entered, click on **SHL Services** to request unstained slides and H&Es for that sample or you can apply to all samples.
12. After completing the SHL Services, go back to main page and **Submit**.

ATTENTION: You must submit the Supplemental Information Form along with this online request in order to access patient materials from MGH Surgical Pathology. No requests will be considered until both have been submitted. You can download the Supplemental Information Form at the [Harvard Medical Area Core Management System](#) in the left margin.

If you have questions or need an update on the status of your order please contact the BPC Clinical Trial Research team: Teri at tbowman@partners.org and Donna at dmskinner@bwh.harvard.edu.

If you have any customer account management, administrative or billing questions, please contact the DF/HCC Pathology Cores Administrative Manager at lauri_wyner@hms.harvard.edu.