

Prospective Tissue Collection for Research Information Checklist

NWBioSpecimen, a core facility housed within the University of Washington Department of Pathology, provides biospecimen procurement, annotation data associated with study participants and their biospecimens, and distribution of materials for research and education. *NWBioSpecimen brochure*: <https://goo.gl/4qwa64>.

NWBioSpecimen can assist studies by monitoring scheduled surgical patients, ensuring that appropriate consents are obtained, collecting research tissue, including both clinically remnant and research-only specimens (blood, urine, saliva, and/or additional core biopsies during a biopsy procedure), stabilizing biospecimens per research protocols, and annotating specimens with medical records-derived and other data. The Department of Pathology requires studies to be registered with NWBioSpecimen prior to services being performed.

To apply for services, follow the proceeding steps:

Step 1

Contact NWBioSpecimen (nwbios@uw.edu) for current Registration Forms and instructions.

Step 2

Provide the following documents:

Completed Application and Registration form, this includes the following:

1-2 page research proposal

Services request

Type of funding for the study

IRB documentation (application, including study modifications and proof of IRB approval)

Copy of study consent (if applicable). Please note if the approved IRB protocol requires a signed patient consent, NWBioSpecimen requires that a patient signed consent be sent prior to data or specimen collection).

Detailed specimen collection and/or processing protocol(s), including a list of supplies needed (some supplies may need to be provided by your lab, for example, blood tubes and media).

Signed copies of Confidentiality Agreements (if applicable: <https://www.washington.edu/research/hsd/docs/1907>)

Signed gatekeeping form

Material Data Transfer and Use Agreement (if applicable)

CRBB Notice of Study Implementation (if applicable)

Step 3 (2 weeks turn-around time)

NWBioSpecimen will route the proposed protocols for Department of Pathology Feasibility Assessments and approvals.

If the Feasibility Assessment is approved, NWBioSpecimen will route for any other required reviews, such as Specimen Use Advisory Committees.

Step 4

- Once approvals are in place, NWBioSpecimen will develop working procedures/Statement of Work (SOW) dependent on the protocol (it may involve setting up notification if the study is doing some screening, delivery of special media, sending signed consents with requests, filling out special handling forms for clinical trial specimen processing or developing standard pick up times)
- NWBioSpecimen will provide a study budget.
- Researchers will sign for samples when picked up from NWBioSpecimen.
- NWBioSpecimen will bill for services on a monthly basis either by invoice or by FASTRANS if a UW budget is used.