

## How to Apply for Specimens

### A. If you wish to use previously banked specimens already stored in the HTR:

1. Submit your proposal to the Scientific Review Committee (SRC). Contact Ernestine Armijo for guidance in the process ([HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)).
2. Complete the SRC Application (HRP-224), with all required signatures and submit to the SRC.
3. Once the SRC approves your proposal, submit the approval with your application to the UNM Human Research Review Committee (HRRC) otherwise known as the Institutional Review Board (IRB) (see <https://hsc.unm.edu/research/hrpo/>).

To navigate the IRB application process:

- a. From the page linked above, click on the “irb.health.unm.edu” button at the bottom of the page.
  - b. Click on the IRB tab at the top of the page.
  - c. Click on the Create New Study button on the left side of the page.
  - d. Complete the form.
  - e. At question #7, click on the *IRB Library* link to determine the type of study.
    1. If your study requires only de-identified materials select the Exempt Category 4 Protocol (HRP-582).  
Note: De-identified discard tissues may not require consent.
    2. If your study does not require obtaining any information about living individuals, select Nonhuman Subject Research (HRP-585)
    3. You may submit for an expedited submission if your study involves only specimens that have been collected solely for non-research purposes (such as medical treatment and diagnosis).
  - f. If you need help navigating the IRB application process or help identifying which protocol best meets your project needs, please contact Ernestine Armijo ([HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)) for assistance.
4. Following HRRC approval, submit a tissue request to the HTR through iLab. You will be required to upload your SRC and IRB approval letters and you will need to submit an active Purchase Requisition (PR).

Navigating iLab:

- a. Navigate to [https://my.ilabsolutions.com/service\\_center/show\\_external/3041](https://my.ilabsolutions.com/service_center/show_external/3041).
- b. In the upper right corner of the screen, select *Register*.
- c. Complete the registration form.
- d. Receive a welcome email from iLab with login credentials and instructions.

Requesting services in iLab:

- a. Submit a Purchase Requisition (PR) to Palakshi Bandapalli ([PBandapalli@salud.unm.edu](mailto:PBandapalli@salud.unm.edu)) requesting it be added to your iLab account for use on HTR services.
- b. Go to [https://my.ilabsolutions.com/service\\_center/show\\_external/3041](https://my.ilabsolutions.com/service_center/show_external/3041).
- c. In the upper right corner of the page, click “Sign In” and enter username and password.
- d. Under the “Service Requests” tab, click on “initiate request” next to ***Human Tissue Repository & Tissue Analysis Share Resources Service Request***.
- e. Complete the form, including uploading of appropriate SRC/IRB/IACUC approval letters and select PR Number from the dropdown menu. Click on **submit request**.
- f. Request status will be pending review by the HTR. Necessary changes will be made and sent back for approval.
- g. Emails from iLab will relay project status.

**B. If you wish to use paraffin-embedded formalin-fixed (FFPE specimens that are stored and maintained by UNM Surgical Pathology (originally created for patient diagnoses):**

1. Submit your proposal to the Scientific Review Committee (SRC). Contact Ernestine Armijo for guidance in the process ([HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)).
2. Complete the SRC application form (HRP-224), with all required signatures (including Division Chief of Surgical Pathology) and submit to the SRC.
3. Once the SRC approves your proposal, submit the approval with your application to the UNM Human Research Review Committee (HRRC) otherwise known as the Institutional Review Board (IRB) (see step A.3 above or contact Ernestine Armijo, IRB on-the-Go Specialist at [HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)).

**\*Note: Whole blocks of Surgical Pathology archival materials cannot be released or exhausted by use in research. While sectioning, HTR will closely monitor the amount of material in the blocks and can eliminate from use in research if necessary.**

**C. If you wish to have HTR-TASR personnel prospectively collect specific tissues for a project:**

1. Contact Cathy Martinez ([cfmartinez@salud.unm.edu](mailto:cfmartinez@salud.unm.edu)) for feasibility and planning.
2. Complete the SRC application form (HRP-224), with all required signatures (including Division Chief of Surgical Pathology) and submit to the SRC.
3. Once the SRC approves your proposal, submit the approval with your application to the UNM Human Research Review Committee (HRRC) otherwise known as the Institutional Review Board (IRB) (see step A.3 above or contact Ernestine Armijo, IRB on-the-Go Specialist at [HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)).
4. Follow up with HTR regarding next steps.

Note: If you have left-over tissue at the closure of your study, you must return it to the HTR or apply for permission to maintain a satellite repository.

**D. If you wish to obtain tissues for approved clinical trials:**

1. SRC approval is not required.
2. Obtain permission from the UNM Human Research Review Committee (HRRC) otherwise known as the Institutional Review Board (IRB) (see step A.3 above or contact Ernestine Armijo, IRB on-the-Go Specialist at [HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)). You will be required to submit the Biological Specimens Attachment form (HRP-224), with all required signatures (including Division Chief of Surgical Pathology).

**Additional Questions? Contact**

- Cathy Martinez (HTR) – [cfmartinez@salud.unm.edu](mailto:cfmartinez@salud.unm.edu)
  - For questions related to HTR-TASR tissue/sample acquisition
- Ernestine Armijo (HRPO) -- [HSC-HRPO@salud.unm.edu](mailto:HSC-HRPO@salud.unm.edu)
  - For questions related to the HRRC/IRB application process or for help completing the SRC application