

# 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 Cassandra Misenar for guidance in this process ([CMisenar@salud.unm.edu](mailto:CMisenar@salud.unm.edu))
2. Once the SRC approves your proposal, send the approval letter with your application to the UNM Human Research Review Committee (HRRC) Institutional Review Board (IRB) <https://hsc.unm.edu/research/hrpo/>.

To Navigate the IRB application process:

1. On the above link, click the “Click IRB” button to the left
  2. Click the IRB tab at the top of the screen
  3. Click the “Create New Study” button to the left
  4. Fill out the form
  5. At question #7, click the link to go to the library and select the appropriate protocol for your study
    - a. 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
    - b. If your study does not require obtaining any information about living individuals, select Nonhuman Subject Research (HRP-585)
    - c. 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).
3. Following HRRC approval, submit a tissue request to the HTR through iLab. You will upload your SRC and IRB approval letters and need to register an active PR:

Navigating iLab:

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

Requesting Services in iLab:

1. Establish a Purchase Requisition (PR) through your department. Email the PR to Mary Sherman ([MESherman@salud.unm.edu](mailto:MESherman@salud.unm.edu)) requesting it be added to your account in the iLab system.
2. Go to [https://my.ilabsolutions.com/service\\_center/show\\_external/3041](https://my.ilabsolutions.com/service_center/show_external/3041).
3. In the upper right corner of this page, click on "Sign In" and enter the username and password.
4. Under the "Request Services" tab, click "Initiate Request" next to **Human Tissue Repository & Tissue Analysis Shared Resource Service Request**.
5. Complete the form and select payment information for your request prior to submitting the request to the HTR.
6. Requests will be pending review by the HTR, which will make any necessary changes and submit back for your approval. You will receive an email from iLab regarding your updated project request.

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

1. Submit your proposal to the Scientific Review Committee (SRC). Contact Cassandra Misenaar for guidance in this process ([CMisenaar@salud.unm.edu](mailto:CMisenaar@salud.unm.edu))
2. Following SRC approval, the SRC will forward your request to the Division Chief of Surgical Pathology to ensure availability of the specimens while maintaining compliance with the national laboratory regulations and best patient care.

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

1. Contact Cathy Martinez ([cfmartinez@salud.unm.edu](mailto:cfmartinez@salud.unm.edu)) of the HTR-TASR for planning/feasibility session.
2. Submit your proposal to the Scientific Review Committee (SRC). Contact Cassandra Misenaar for guidance on this process ([CMisenaar@salud.unm.edu](mailto:CMisenaar@salud.unm.edu)).

3. Once the SRC has approved your proposal, send the approval letter with your application to the UNM Human Research Review Committee (HRRRC) Institutional Review Board (IRB) (see instructions above).
4. Contact the HTR-TASR for an additional planning session (usually required to elaborate details of the process. This meeting includes obtaining approval from the Division Chief of Surgical Pathology to ensure availability of the specimens while maintaining compliance with national laboratory regulations and best patient care.
5. IF you have tissue remaining after closure of your investigation, you must return it to the HTR.

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

1. You must obtain approval from the local Human Research Review Committee if any portion of the collected tissue may potentially be used for research.
2. The Division Chief of Surgical Pathology or their designee must approve the method of sample collection to ensure that sufficient representative tissue is retained for clinical care.