REQUEST & CERTIFICATION FOR RESEARCH PROCUREMENT OF HUMAN BIOLOGICAL MATERIALS [NIH 2803-1 (5-04)]

(FORM INSTRUCTIONS Revised May 2004)

BEFORE PROCUREMENT

1. Complete one form for each procurement procedure.
2. Provide patient identification information (**last name, first name, middle initial & NIH medical record number)** in lower left hand corner.
3. Print the IRB Protocol Number under which the research specimen(s) is(are) being collected and the designated PI (**first & last name**).
4. Add the designated PI's telephone number **AND** pager number so he/she may be contacted immediately, if necessary.
5. Indicate the date of the **Request**.
6. Check only **One** box to specify if the specimen(s) collected during a procedure are:
    a. Procured (collected) for "Research Use Only", **or**
    b. Procured (collected) for both "Research and Diagnostic/Transplant Purposes" (e.g., split sample between research and clinical). Be sure to check this box when a research sample is collected and any part collected during the same procedure goes to a diagnostic lab (or transplant bank).
7. Indicate the description of the anticipated research sample(s) with any special requirements or specific instructions (e.g., "fresh", "in saline", "on wet gauze", "in special tube" etc.)
8. Up to **Five** specimens collected during this one procedure may be listed on one form. They do not have to have the same destination. Use extra forms for more than five specimens.
9. Indicate the specimen(s)' destination (Lab Name or Recipient with their phone, pager and location.
10. The principal investigator (PI), or an associate investigator (AI), as **specified in writing on the IRB protocol,** must sign the request. This certifies that the specified IRB approval covers both the protocol and consent documents. Be sure to print name and date this signature.
11. The form **must** be completed prior to receipt of specimens for research. Please insert the signed form in the jacket of the medical record before the patient arrives for her/his procedure.

DATE OF RELEASE OF RESEARCH SPECIMEN(S)

1) Insert date of release of the procured specimen on the lower portion of the form.
2) For each specimen collected, in the same order listed above:
    a. brief description of the research specimen
    b. printed name and signature of person releasing material
    c. printed name and signature of person picking up the material (or a check for CC Patient Escort Services)
3) Separate the three part form and send to appropriate designation.
    a. Original white copy is placed in the Medical Record or sent to 10/1N208
    b. Yellow copy goes with clinical specimen to diagnostic lab or to the transplant bank (this is NOT necessary if "Research Use Only" specimen is checked).
    c. Blue copy may be retained by research team (optional).

Note: An approved electronic version of the form and instructions are posted at:
http://home.ccr.cancer.gov/lop/clinical/labres/hbm.asp