



## I. SCOPE

This SOP addresses requests from Loyola University of Chicago (LUC) principal investigators or their designees ("Study Team") for archival patient tissue or information about archival patient tissues stored in Loyola University Medical Center (LUMC) Anatomical Pathology (AP).

Information about obtaining fresh tissue for research purposes is described in research SOP PRO-009 Surgical specimens for research.

## II. PROCEDURES

- A. The Study Team is responsible for complying with IRB requirements before submitting a request for archival tissues or information about archival tissues.
- B. The Study Team accesses the Research Channel CORE facility activity.
  1. Log in to the Research Channel.
  2. Click 'Select LU Number'.
  3. In the 'Actives Account' drop down field, select the correct accounting unit (AU) for the request.
    - a. If you do not know the correct AU or if the correct AU is not available, notify the research department manager.
    - b. Access to LUs and AUs is governed by the Managed Rights process.
  4. On the left navigation panel, under Place Order, select CORE > Create new order.
- C. Complete the pathology order.
  1. Facility: select Tissue Processing Lab (ORS).
  2. Item: select the item(s) or service(s) to be requested from the drop down list.
    - a. You may need to scroll to see all available options.
    - b. 'Tissue adequacy evaluation only' should be used if all that is needed is confirmation that there is sufficient archival tissue available for research use.
  3. Needed by date and time: enter when the tissue or work product is needed.
    - a. The normal turnaround time is 3 days.
    - b. If a request is needed <3 days, provide a justification in the Comments box so AP may prioritize appropriately against other clinical and research priorities.
  4. Check the Get email box if you want an email when the tissue or work product is ready.
  5. Enter the Quantity.
    - a. For paraffin blocks and tissue adequacy evaluations, enter 1.
    - b. For slides, enter the number of slides.
  6. In the Comments box, include the following:
    - a. LU #
    - b. Patient name
    - c. MRN
    - d. Specimen number
    - e. Date specimen was obtained
  7. PO number: leave blank.
  8. Contact number: phone extension for requester. This number will be called when the tissue or other work product is ready for pick up.
- D. Click Save to submit the order.
- E. The next screen contains a link to the email address of the current Tissue Processing Lab (ORS) histotechnician [as of date of writing this is Lourdcymole (Lourdcy) Pazhmpally at lpazham@luc.edu]. Click the link to open an email text box.
  1. Provide any additional information that may be useful to process the request. As this does not allow for attachments, send documents to Lourdcy in a separate email if needed.
- F. The Tissue Processing Lab (ORS) receives the requests and fulfills.
  1. The Tissue Processing Lab works off a report of submitted requests in the Research Channel and references emails received as applicable.



2. For each request, she completes a tissue adequacy check.
  - a. If there is inadequate tissue, she notifies the Study Team requester the request cannot be fulfilled.
  - b. If there is adequate tissue, she proceeds with preparing the tissue as requested.
3. Tissue is placed in a labeled slide box in the cabinet in Room 2266.
4. When the requested tissue or work product is ready, she calls the Study Team requester to pick it up.
- G. The Study Team requester receives a phone call or email when the tissue or work product is ready for pick up from LUMC AP during business hours Monday through Friday.
  1. The Study Team brings study-specific transport containers or other containers as needed for the safe transport of the tissue, if applicable. See research SOP PRO-006 Research specimen transport.
  2. LUMC AP is located on the 2<sup>nd</sup> floor of the EMS building, Room 2200. The Tissue Processing Lab is located in Aisle 2266.
  3. The Study Team retrieves the tissue from the cabinet in Aisle 2266.

III. REFERENCES

- A. SOP PRO-009 Surgical specimens for research
- B. SOP PRO-006 Research specimen transport

IV. ASSOCIATED DOCUMENTS AND FORMS

V. APPROVALS

Katharine van Meurs 9/18/2020  
 LUMC Manager, Research Operations Office (or designee) Date

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 LUC Senior Director, Clinical Research Office (or designee) Date