

**FORM INSTRUCTIONS  
REQUEST & CERTIFICATION FOR RESEARCH PROCUREMENT  
OF HUMAN BIOLOGICAL MATERIALS  
NIH 2803-1 (7-10)**

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**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**). A separate form must be used for each IRB protocol number.
4. Add the designated PI's telephone number **AND** pager number so he/she may be contacted immediately, if necessary.
5. Indicate the date the specimen will be collected.
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).
8. Indicate the name and phone number/pager of the person designated to pick up the sample.
9. Indicate the specimen(s)' storage site (Laboratory name, location and phone number).
10. Indicate any specimen special instructions (e.g., "fresh", "in saline", "on wet gauze", "in special tube", etc.).
11. 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.
13. 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.

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**POST PROCUREMENT:**

**This form is required to document ALL SPECIMENS collected for research EXCEPT when collected;**

- In a manner that yields documentation of tests by a CLIA certified laboratory (e.g. CC/DLM, CC/DTM, NCI/CCR/LP) in the medical record.
  - By the Department of Transfusion Medicine (CC/DTM).
  - As blood or urine ordered via the CRIS Research Screen.
  - For storage for potential clinical transplant, mandated by patient's protocol.
- 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 initials of person releasing material
    - c. printed name and initials of person picking up the material (or a check for CC Patient Escort Services)
  - 3) Up to Ten specimens collected during this one procedure may be listed on one form. Use extra forms for more than ten specimens.
  - 4) Send the form to the appropriate designations:
    - a. Original is placed in the Medical Record or sent to 10/1N208
    - b. A copy goes with clinical specimen to diagnostic, Tissue Procurement and Processing Facility (TPPF) Bldg 10/2C533, or to the transplant bank  
(If this is a "Research Use Only" specimen, a copy goes to the TPPF Bldg 10/2C533)

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

