**Submit all Requests at:** [**https://uncch.ilab.agilent.com/service\_center/show\_external/5725/pathology\_services\_core**](https://uncch.ilab.agilent.com/service_center/show_external/5725/pathology_services_core)

**Date:**

**Note:** Integral and Routine Clinical Trial requests should also be sent to UNCH Surgical Pathology by Fax (984-974-9177)

**RE: Request for pathology blocks/slides/scrolls**

**Principal Investigator**

**Fund # Source # Dept. # Project ID # Program: CC1: CC2:**

**Contact Person:**

**Contact Person’s Email:**

**Contact Person’s Phone #**

**Patient Name:**

**MR#:**

**Pathology Accession #:**

**Date of Biopsy/Surgery:**

**Patient’s Study ID (personal identifiers removed):**

**Short Protocol Code:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Full name of Clinical Trial Protocol \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biomarker class** (Routine and Integral should also be Faxed to Surgical Pathology)

**\_\_ Routine –biomarker is established, and results are required for routine patient care**

**\_\_ Integral – biomarker is essential to the clinical trial’s primary objective and results**

**determine patient’s trial eligibility or their course of treatment**

**\_\_ Integrated – biomarker test is performed during the course of the trial, but its results**

**not used in determining the course of patient treatment**

**\_\_ Exploratory – biomarker(s) are used to generate hypotheses for future clinical trials**

**Study Pathologist\_\_\_** Please Provide name

**Note**: If a study pathologist is not designated and the request requires pathology evaluation, PSC will subcontract with an appropriate staff pathologist and bill the requestor at $200/hr for all integrated/exploratory biomarkers

**Non-UNCH cases**: PSC recommends contracting with a pathologist to confirm the presence of tumor in the received blocks before making sections/scrolls/cores.

**The above patient has been enrolled in a clinical trial through the UNC LCCC Protocol Office or OTCR. As part of the study the following are required:**

Please enter here your request. Please specify:

Section/scroll, core number, thickness (4, 5 or 10 micron), slides type (charged, uncharged).

H&E stain, if needed

Slide scanning, if needed

**Clinical Trial request processing steps**

**Clinical trial types**:

**Routine** –biomarker is established, and results are required for routine patient care

**Integral** – biomarker is essential to the clinical trial’s primary objective and results determine patient’s trial eligibility or their course of treatment

**Integrated** – biomarker test is performed during the trial, but its results not used in determining the course of patient treatment

**Exploratory** – biomarker(s) are used to generate hypotheses for future clinical trials

Clinical trial request form <https://unclineberger.org/pathologyservices/psc-services/>

**Integral and Routine**

Clinical Trial requests are faxed to UNCH Surgical Pathology and are submitted to PSC at <https://uncch.ilab.agilent.com/service_center/show_external/5725/pathology_services_core>

Note: Eternal block is delivered directly to PSC

**Integrated and Exploratory** Clinical Trial requests are submitted to PSC at <https://uncch.ilab.agilent.com/service_center/show_external/5725/pathology_services_core>

Note: Eternal block is delivered directly to PSC

1.

CV

PSC staff pulls all H&E slides/ blocks of the given case and gives slides, the path report and request hard copies to UNCH’s pathologist (Sara Wobker, faculty director, PSC) once per week for review.

UNCH Librarian pulls all H&E slides/ blocks of the given case and gives slides to UNCH’s pathologist along with the hard copy of the request and path report for review ASAP.

Note: External

2.

UNCH Pathologist makes slide/ block selection, circles tumor area and records % of available tumor on the slide, signs and dates form and returns all material to librarian/PSC staff.

3.

5.

4.

PSC staff process blocks according to the request using circled H&E slide to make sure that produced sections contain tumor.

Notifies contact person if the available tumor in the block is not enough to make all sections. All materials are labeled according to each study requirements.

External (Non-UNC) cases: PSC staff notifies contact person if tissue is not sufficient for request. PSC does not confirm tumor being present unless it is requested.

PSC notifies a contact person when request is completed.

**Clinical Trial Request Processing Steps:**

**Clinical Trial Request Processing Steps:**

1. Clinical trial coordinator submits requests for all type of clinical trials (Integral, Routine and Integrated and Exploratory at <https://uncch.ilab.agilent.com/service_center/show_external/5725/pathology_services_core>
2. This form <https://unclineberger.org/pathologyservices/psc-services/> should be attached to the request as a PW protected pdf (email Gabriela De la Cruz [gdelacruz@med.unc.edu](mailto:gdelacruz@med.unc.edu) to obtain PW)
3. The PW protected *pathology report* file should be attached as well.
4. **\*Integral and Routine Clinical Trials:**
   1. The files listed in 2 & 3 should be faxed (FAX 984-974 9177) or emailed to the UNCH Surgical Pathology Librarian (Stone, Paula Paula.Stone@unchealth.unc.edu)
      1. Librarian pulls all H&E slides associated with the requested case/cases and gives them along with the request form and pathology report to pathologist for review and selection of the most representative block in terms of tumor/disease.
      2. Pathologist circles tumor area on the selected slide/s, records % of available tumor, signs, and dates form (see pg.3) and returns all materials to librarian.
      3. Librarian sends selected blocks of the requested case/cases to PSC, along with the hard copy of the request (contains a page signed by a pathologist and an image of the circled H&E slide)
   2. Non-UNC cases: blocks are delivered directly to PSC by a coordinator, no need to Fax to UNCH
   3. Assigned PSC staff scans and saves all forms

Starts working ASAP

Notifies clinical trial contact person to pick-up material ASAP request is completed

* 1. Turnaround time is 3-7 days

1. **Integrated and Exploratory Clinical Trials:**
   1. PSC staff pulls all H&E slides associated with given case/cases and gives them along with request and pathology report to the PSC Faculty Director or Study pathologist (if available) for review and selection of the most representative block in terms of tumor/disease. Pathologist circles tumor on H&E slide. This H&E guides PSC staff at the sectioning.
   2. Pathologist completes form shown on pg2.
   3. PSC staff scans and saves this form.
   4. Non-UNC cases: blocks are delivered directly to PSC by a coordinator
   5. Assigned PSC staff completes request and notifies clinical trial contact person to pick-up material ASAP request is completed
   6. PSC staff returns archived material.
   7. Turnaround time is 10-24 days