

Biospecimens Requirements:

Prior to sending biospecimens, CFR institutions will need to verify that all the following has been received from the recipient. Please FAX or mail documentation of the following items to [CFR PI at _____ FAX number or send to the following address _____]

____ Documentation of Project Approved by CFR Advisory Committee and Steering Committee (Date ____)

____ Assurance form received

____ Documentation of IRB approval from recipient institution (Data ____)

____ Colon CFR Pre-Shipping Price Quotation and Specimen Verification Form

____ Payment for Biospecimens

REQUIREMENTS: Biospecimens are distributed only to qualified professional persons who are associated with recognized research, medical, educational, or industrial organizations engaged in health-related research or health delivery. Before biospecimens can be sent, the requesting principal investigator must supply the CFR principal investigator with a copy of the research proposal which was approved by the relevant CFRs Advisory Committee and Steering Committee. The principal investigator and the institutional official who can make legal commitments on behalf of the institution must also sign an Assurance Form detailing the terms and conditions of sale. These forms are available electronically or may be obtained by contacting the site providing the biospecimens.

PROCEDURE: Before requests for biospecimens can be processed, the required documentation described above must be reviewed and approved by the site providing the biospecimens. Based upon the submitted proposal, the CFR site will generate a Biospecimen Verification and Price Quotation and return it to the requesting investigator. If correct and acceptable to the requesting researcher, this form will be signed and returned to the CFR site, along with payment for the Biospecimens. Once this and other forms are received, the CFR site will process and ship the Biospecimens.

FEES: Costs for biospecimens are shown on the Colon CFR Pre-Shipping Price Quotation and Specimen Verification form. Costs depend upon the amount of processing that has already been conducted on each specimen, as shown.

SHIPPING CHARGES: Shipping charges vary depending upon the mode of shipment requested by the purchaser. Domestic shipments are usually made via Federal Express.

SHIPMENT OF CELL CULTURES AND DNA SAMPLES: Cell Cultures: When an order is received, a frozen ampule is recovered from liquid nitrogen. The culture is permitted to grow for approximately four days. It is then inspected for growth and contamination; the medium is removed; and the T25 flask is filled with fresh medium, packed, and shipped. The specimens will be packed and shipped in compliance with IATA regulations. Upon receipt, cell cultures should be placed in an incubator at 37°C or at the temperature specified on the shipping information sheet for a few hours or overnight without removing any medium to permit recovery from damage that may have occurred during shipment. It is suggested that the recipient store aliquots of cells in early passage in liquid nitrogen to assure that the entire culture is not lost as a result of contamination, artifacts associated with aging, or accidents.

Alternatively, cryopreserved EBV-immortalized cell pellets may be shipped on dry ice for continued storage in liquid nitrogen and/or culture recovery at the recipient institution. For recovery,

frozen cell pellets are slowly thawed, the cells washed twice with medium without fetal calf serum, and finally resuspended in complete medium for culture at 37⁰C.

Colon CFR Pre-Shipping Price Quotation and Specimen Verification

The cost of acquisition and limited processing of biospecimens from the CFRCCS collections has mostly been covered by CFRCCS grants. However, providing specimens to researchers on a regular basis requires ongoing work related to re-handling specimens, inventory management and shipping. Also, some specimens may be requested with such a frequency that existing supplies of extracted DNA may be exhausted and EBV cell lines must be established to produce additional bioproduct. These biospecimen costs not covered by existing funding must be paid for by the researcher requesting the specimens.

To be completed by PI/or designee of each center *from which biospecimens* will be obtained. This is to insure that whatever has been communicated to the CFR center was understood fully by the CFR center.

Describe the biospecimens that have been requested, specifying type of specimen, quantity, and nature of proband or family to be represented in this group.

For example: Dr. XX: You are requesting 5 micrograms of extracted DNA from white blood cells from all CFRCCS probands that (1)have colon cancer; (2) from population based registry; (3) on which MSI status of tumor is known; (4) and on whom DNA from one or more unaffected sibling is also available. You also want 5 micrograms of DNA of the same type on these unaffected sibs.

After genotyping for heterozygosity/informativeness, you will need a ficolled frozen WBC pellet on each proband/sibling that was informative. This is estimated to be 50% of the original group.

Analysis of our database indicates that 37 probands meet this definition. There are 43 sibling specimens. We estimate that there will be 18 pairs that are informative. If this is correct, please indicate this by signing and returning this form with payment for the requested specimens.

Signature of Principal Investigator requesting specimens: _____

Date _____

Address to which specimens should be shipped _____

P.I Phone number _____ FAX _____ email _____

Please refer to the attached sheets for a price quotation for these specific specimens.[This is to be completed by PI of center supplying specimens, priced according to the amount of processing needed to generate the specimen]

When payment has been received, these specimens will be sent to [name of investigator

Please let us know if there are any errors in this plan. [CFR PI/designee] can be reached at [phone/FAX/email].

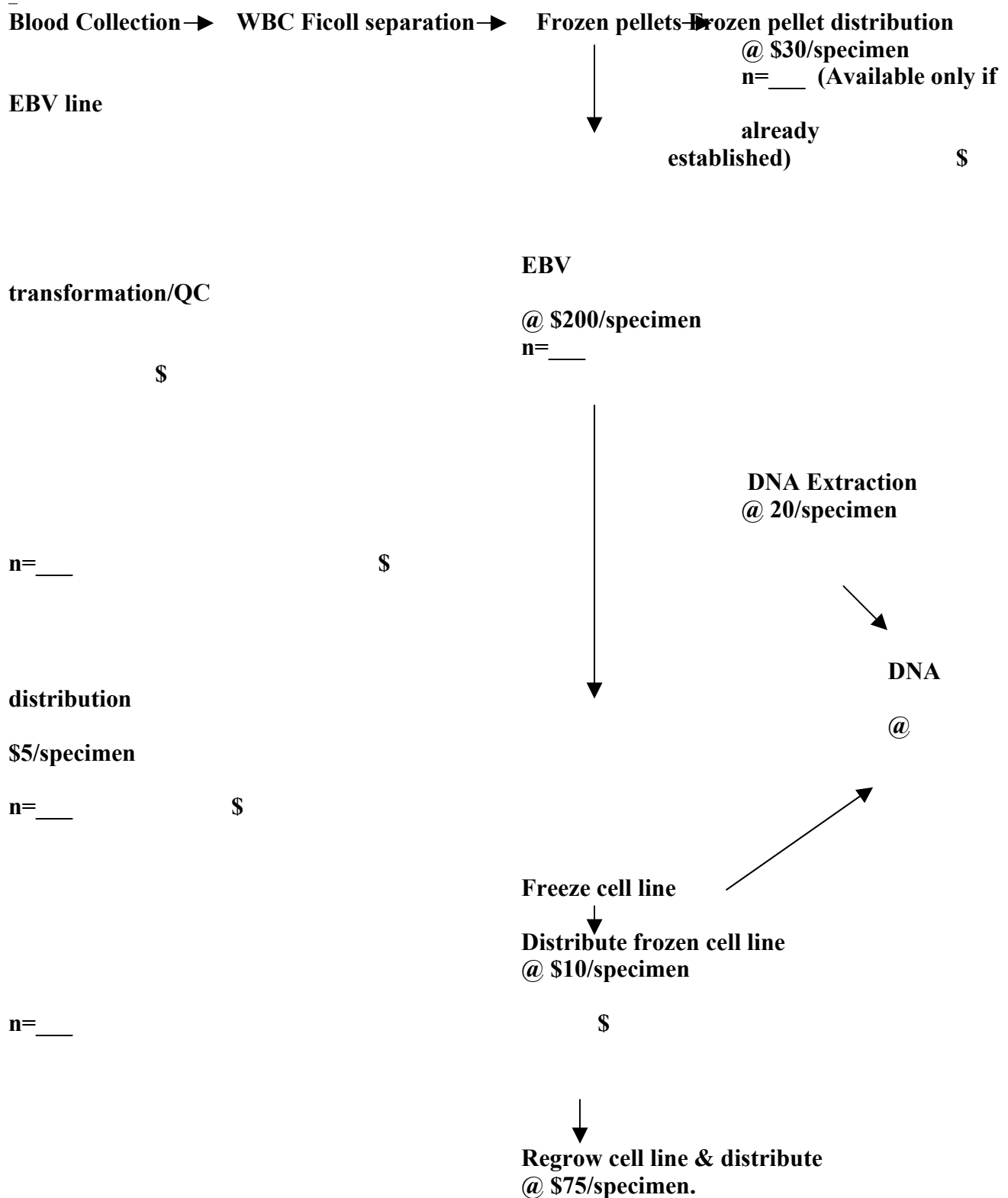
Payment by check for these specimens should be made to [CFR organization/grant #/Account/where ever].

EDTA Blood Product Price Worksheet

			Subto
	<p>WBC Buffy Coat → DNA extraction @ \$20/specimen n= _____</p>		\$
		<p>→ DNA distribution @ \$5/specimen n= _____</p>	\$
Blood Collected	→ Plasma	→ Plasma distribution @ \$5/specimen n= _____	\$
	→ Guthrie spots	→ Guthrie distribution @ \$5/spec n= _____	
\$			
	SubTOTAL	\$ _____	
\$ _____			Indirect costs
Packing/Shipping	\$ _____		
\$ _____			TOTAL

Ficolled WBCs/EBV Products Price Worksheet

Subtotal \$



n= _____

Subtotal \$ _____

Indirect costs \$ _____

Packing/Shipping \$ _____

TOTAL \$ _____

