E&I’s IRB is reviewing an application for a client who wishes to acquire biological specimens for a research purpose. As their IRB, we need to be assured that the original acquisition of the samples was accomplished appropriately. Please assist our client and us by completing this form. Use a separate form for each type of specimen they have requested.

*Thank you. Please return to the client requesting the samples.*

|  |  |
| --- | --- |
| **CLIENT INFORMATION**  Name  Company  Address  Phone | **REQUESTED SAMPLE INFORMATION** (The requisition may be substituted.)  Type(s) of specimen  Number of samples  Requested parameters (e.g) disease, age, |

**1. ACQUIRER INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of person |  |  | Type of Facility  Hospital?  Clinic?  Other | Countries involved  United States or |
| Name of facility |  |  |
| Phone |  |  |
| Email |  |  |

**2. COLLECTION INFORMATION** What were the circumstances of the original collection?

|  |  |
| --- | --- |
| clinical care from clinician | recruited volunteer donor |
| clinical care from reference lab | other: |
| waste after used by pathology |

**3. APPROVAL AND CONSENT INFORMATION**

|  |  |  |
| --- | --- | --- |
| a. | Yes  No | Was the collection done with informed consent (either oral or written)? If written, please attach blank sample form |
| b. | Yes  No | Was the collection done under an active IRB approval? If yes, attach approval letter |
| c. | Yes  No | Did the consent for the original taking mention possibility of a secondary use, retention or banking? |

**4. CONFIDENTIALITY**

|  |  |  |
| --- | --- | --- |
| a. | What data (i.e. demographics, clinical information) accompanies the sample? |  |
| b. | What identifiers are used? How are the sample and information identified to the requesting company? Linked to each other? |  |
| c. | Would it ever be possible for you to connect information returned from the secondary user with an individual donor? (e.g., if there were an interesting clinical result) | No The samples are totally anonymous. All links and codes are irrevocably severed.  Yes There is a link. It is retained locally at our site *and*  Information on confidentiality control is attached.  There is a policy on handling returned results. |

**5. SIGNATURE**

|  |  |  |  |
| --- | --- | --- | --- |
| Printed name |  | Signature |  |
| Title |  | Phone number |  |
| Date |  | e-mail |  |