

**Office of Oversight of Anatomic Specimens  
University of Pittsburgh and UPMC**

[www.ooas.pitt.edu](http://www.ooas.pitt.edu)

version 6.1.2022

**Process to procure and utilize cadaveric tissue for a proposed course/activity**

- 1) If industry support will be requested, either financial or in-kind (devices, instruments, disposables, etc.), the Center for Continuing Education in the Health Sciences (CCEHS) should be contacted so that the process of securing a formal agreement can be initiated.
  - a) The contact person is Justine Rubino:  
email: [rubinoje@upmc.edu](mailto:rubinoje@upmc.edu) office: 412-647-8261.  
This step may require several weeks or sometimes months, it is recommended that you contact Justine as soon as possible.
  - b) A minimum of 4 weeks prior to tentative date is required to allow ample time to process.
  - c) If a quote estimate is needed for anatomic specimens for the agreement, please contact Monica Linde, [Lindema@upmc.edu](mailto:Lindema@upmc.edu).
  
- 2) Submission of a *Committee for Oversight of Research and Clinical Training Involving Decedents (CORID) application*.
  - a) The CORID Committee members review all submitted applications for all applications involving research and clinical training/education activities that require the utilization of human cadaveric tissue or decedent medical records.

CORID has its own application via [www.HSconnect.pitt.edu](http://www.HSconnect.pitt.edu) > CORID.  
Choose either **research** or **clinical training/education**.
  - b) The CORID site is a restricted site to those who have not been granted access before. Contact Monica Linde at [Lindema@upmc.edu](mailto:Lindema@upmc.edu) for access. If there are any technical issues with the CORID site, please reach out to me.
  - c) A letter of support is required to upload and then submit the application and you can find a sample support letter to use on the CORID overview page under the **Help & FAQ tab**. The letter must be signed by your departmental Chair or Vice Chair and saved as a PDF.
  
- 3) Once CORID application is **approved** and assigned a CORID number:
  - a. Complete and submit an **Anatomic Specimen Request form** that can be downloaded at [www.ooas.pitt.edu](http://www.ooas.pitt.edu) > specimen request/disposition tab > Forms, Policies & Links and email to: [Lindema@upmc.edu](mailto:Lindema@upmc.edu)
  - b. This form is required so that the tissue can be procured through the OOAS on behalf of investigators and course directors.

- c. **A minimum of 4 weeks prior to the activity** is required in order to have ample time to secure approval of the specimen request and for the tissue registry to process, procure and ship the specimens. High demand specimen types may require several months to procure.

4) Lab requirements:

- a. All participants **must read and sign the OOAS Lab Guidelines** – can be downloaded at [www.ooas.pitt.edu](http://www.ooas.pitt.edu) > specimen request/disposition tab > Forms, Policies & Links
- b. **External participants** must comply with requirements:
  - a. a current bloodborne pathogen certificate /training. How to Access module:

As of 3/1/2022, Pitt laboratory workers must complete Bloodborne Pathogens training on the CITI (<https://www.citi.pitt.edu/>) platform. Upon completion, send certificate to OOAS and kept a copy as support for your lab documents.

**Non-UPMC employees** may complete Bloodborne Pathogen training at: [https://cce.upmc.com/70496\\_bloodborne-pathogens](https://cce.upmc.com/70496_bloodborne-pathogens). You may need to cut and paste link in your browser. Send completed certificate to OOAS.

5) **All representatives from Industry MUST comply with UPMC policies and requirements in order to attend the lab/activity.**

NO company representative will be allowed into the lab without meeting these requirements

- a. Must be **invited (scheduled visit)** via VendorSTAT to visit UPMC/PITT
- b. **These requirements include:**

- 1) **Active** Status on VendorSTAT
- 2) Provide a current Bloodborne Pathogen training certificate
- 3) Read and Sign the **OOAS lab guidelines document**
- 4) Provide a copy of the certificate for the **PITT module for Vendor Training**

- a. **Vendor Training certificate:** - - How to Access PITT module <https://www.hsconnect.pitt.edu/HSC/public/choose-provider.htm> click on [Internet-based Studies in Education and Research](#) > click on [All Modules](#) >scroll to [Industry Relationships Policy Vendor Training](#) and complete the module and take a screenshot of certificate.

(NOTE: If you have completed this in the past, send screenshot of the certificate, please).

6) **NOTE:** An ACTIVE CORID, along with a completed Anatomic Specimen Request Form with a CORID number and date of activity **must all align** with the signed Industry Sponsor Agreement for the same date.

- a. If that date changes, the agreement date for that activity and the specimen request form must be updated. Justine Rubino (CCEHS) and Monica Linde (CORID) need to be informed.