

# Office of Oversight of Anatomic Specimens

University of Pittsburgh and UPMC

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

## 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 for anatomic specimens is required for the agreement, 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. CORID Committee members review applications:
    - i. For all applications involving research and clinical training/education activities that require the utilization of human cadaveric tissue or decedent medical records.
    - ii. **Access to the CORID website to submit an application** , click on the link: <https://www.hsconnect.pitt.edu/HSC/home/index.htm>,  
Log in and click on the link CORID  
Choose either **research** or **clinical training/education** activities.
    - iii. **Under the Resources tab**, you will find:
      1. User's manual for guidance
      2. Sample letter of support - Letter must be printed on departmental letterhead for signature by the chair.
      3. To complete the CORID application submission, you must **upload the signed letter as a PDF**.
  
- 3) Once CORID application is **approved** and assigned a CORID number:
  - a. Complete and submit an **Anatomic Specimen Request form** to [Lindema@upmc.edu](mailto:Lindema@upmc.edu)
  - b. This form is required so that the tissue can be procured through our office on behalf of investigators and course directors.
  - c. **A minimum of 2 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 and ship the specimens.

- 4) Lab requirements:
- a. All participants **must read and sign** the **Lab Guidelines**.
  - b. **External participants** must comply with requirements:
    - a. a current bloodborne pathogen certificate /training.  
**Bloodborne pathogen certificate:** - How to Access PITT module  
<https://www.hsconnect.pitt.edu/HSC/home/index.htm> >click on [Internet-based Studies in Education and Research](#) > click on [All Modules](#) > **scroll to “B”** click on [Bloodborne Pathogen Training \(Formerly RPF Module 9\) - Update](#) and complete the module and take screenshot of certificate.
- 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) Current Bloodborne Pathogen training certificate proof- if need, see item 4 above
    - 3) Read and Sign the **UPMC/PITT lab guidelines document** (document attached)
    - 4) Certificate: **PITT module for Vendor Training**
      - a. **Vendor Training certificate:** - - How to Access PITT module  
<https://www.hsconnect.pitt.edu/HSC/home/index.htm> click on [Internet-based Studies in Education and Research](#) > click on [All Modules](#) >**scroll to “V”** click on [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.
- 7) Lab guidelines PDF and Specimen Request forms PDF are on the [www.oas.pitt.edu](http://www.oas.pitt.edu) website under specimen guidelines/procedures on the far right links.