

**Biosafety Assessment:**  
**Biospecimen Repository & Histopathology Services (BRS) Core Sample Request Form**

**Purpose:** To ensure that all requested specimens and processing have been registered with and approved by the RU Institutional Biosafety Committee (IBC), as applicable and appropriate.

**Instructions for PI/Requestor:**

The following work requires an **approved** biosafety protocol that appropriately describes the material being requested, how it will be used in the laboratory and which RU personnel will handle the material. *Complete Sections 1 and 2* below then forward to REHS via email: [biosafety@rutgers.edu](mailto:biosafety@rutgers.edu)

- Requesting human specimens (e.g., blood, sera, tumor tissue) from the BRS for processing/analyses in an RU research laboratory; **OR**
- Providing *infected and/or recombinant human/animal tissues* to the BRS for processing (e.g., fixing, embedding, freezing/storage) **OR**
- Providing *unfixed* human specimens or *unfixed* animal specimens containing human cells/tissue (e.g., xenografts) to the BRS for processing

**NOTE:** Any change in the project description may require submitting a **new** Request Form. Please check with [biosafety@rutgers.edu](mailto:biosafety@rutgers.edu).

**1. Principal Investigator (PI) Information** (Information to be completed by PI/Requestor):

**PI Name:**

**PI Phone:**

**PI Email:**

**Requestor Name (if different):**

**Requestor Phone:**

**Requestor Email:**

Check here if work does **NOT** require IBC approval (sign below and submit to BRS Manager); if required, sign and date below and continue to #2.

**PI Affirmation:** I accept responsibility for the accuracy of the information provided on this form.

**PI Signature:**

**Date of Request:**

**2. Materials Involved** (Information to be completed by PI/Requestor and requires IBC approval – REHS will review and reply within 5 working days)

**Please check all that apply:**

Human cell line(s)

Human Tumor Tissue(s)

Human Body Fluid(s)

Infected/transfected/transduced Human/Animal Tissues

**Provide a description of the material being provided to or acquired from the BRS. As applicable, describe how the material being requested will be processed/analyzed in your laboratory, including use of gene editing or recombinant technology.**

**Please provide IBC approval # for this work:**

**3. REHS Use Only:** Approved Form will be forwarded to respective Core Facility Manager and PI/Requestor

**\*IBC Approval # (if applicable):**

**Expiration Date:**

**REHS Official Signature/Date:**

\* All personnel who work with human and/or recombinant materials must be up to date with required REHS Trainings which include the proper hand-carrying and transport of materials throughout and outside of RU facilities and may require Dangerous Goods Shipping Training (IATA) if preparing specimens for shipping by commercial courier.