I. PURPOSE:

The purpose of this procedure is to outline the guidelines for distribution of specimen/s from CIDB at Ragon Institute. To request patients samples you must have an active Concept Sheet which can be submitted through CIDB portal.

II. PROCEDURE:

1. Fresh Blood distribution:
   a. HIV- blood is distributed by the Clinical Coordinators. ragonclinicalresearch@partners.org
   b. HIV+ blood is distributed by the Processing Lab. Request as a simple e-mail should be submitted to MGH Processing Lab mailbox. MGHProcessingLab@partners.org include CS#

2. Fresh plasma or PBMC distribution:
   a. Requests should be submitted to the Processing Lab by e-mail. Same as above.

3. Frozen sample distribution:
   a. GATES-reserved samples are reserved for GATES investigators only. Non-GATES investigators need to submit a request to the GATES administrator as an e-mail and after approval the administrator will request the frozen sample in behalf of the researcher.
   b. PBMC or plasma of controllers
      i. Two aliquots of EVERY time point are reserved and the rest can be requested.
   c. PBMC or plasma from subjects on ART or HIV-donors
      i. Two aliquots of ANY time point are reserved the rest can be requested.
   d. Requesting Reserved aliquot:
      i. Reserved samples for special projects: are restricted to the investigator who is the PI of the project. Request to receive frozen aliquots should be addressed to the PI.
      ii. Requesting the last two frozen aliquots: the manager of the Processing Lab will send out an e-mail to the Faculty & Fellows asking if anyone has any objections to distribute one of the last reserved aliquot. If nobody objects after 72 H the manager will un-reserve the sample and the researcher can request using the Ragon Institute Sample Request Management program of CIDB.

III. REFERENCES/ ADDITIONS/ NOTES:

Subject appointments and availability are posted on the SharePoint Clinical Research Calendar http://sharepoint.partners.org/mgh/clinicalresearchplatform/default.aspx

Completed HIV-form should be submitted ragonclinicalresearch@partners.org no later than Friday.
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