

Human Immunology Center Core Laboratory  
David H. Smith Center for Vaccine Biology and Immunology  
Aab Institute of Biomedical Sciences

**STANDARD OPERATING PROCEDURE: RHIC Work Request Policy**

Date: 09-December-2010

Author: Shelley Secor-Socha

Approval: Sally Quataert

**Purpose**

To define the process for completing and submitting work requests for processing human specimens, developing assays, or testing human specimen in the Rochester Human Immunology Core (RHIC).

**Scope**

This policy applies to all work requests received in the RHIC that require processing of human specimens, developing assays for human specimens, or for testing human specimen in the RHIC.

**General Policy**

The work request is located on the RHIC website and must be filled out in full prior to establishing contact with the RHIC Director. Work requests must be submitted and approved by the Director of the RHIC. A time frame for completion of samples will be determined and a cost for the work request prior to starting the work request.

**Specific Policy**

1. Print out the work request document HIC-3-0034 Form 1.0 located on the RHIC website which can be found at <http://www.urmc.rochester.edu/rhic/>.
2. Fill out Section I of the work request.
  - a. Fill out the date the request was submitted to the Director of the RHIC.
  - b. Fill out the name and email address of the investigator submitting the request. Complete the same information for the Principal Investigator.
  - c. Indicate a room number and a phone number where the investigator can be contacted along with the Institution name and address.
3. Fill out Section II of the work request.
  - a. Check the appropriate box for the type of work request being submitted to the RHIC.
  - b. Indicate the number of samples being requested for testing or processing along with the sample type (i.e. frozen/fresh PBMC, Tonsil, Lymph node, whole blood,

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- serum, plasma, or whole cell lysate). Indicate the desired storage condition once the samples are received in the RHIC laboratory.
- c. Fill out a brief description of the purpose of the study for which the work request is being made.
  - d. Indicate an approximate deadline for the completion of the sample testing. An agreed upon deadline will be determined with the Director of the RHIC.
  - e. Fill out the Assay/Processing Specifics section. Provide a detailed description of the assay or sample processing including antigen of interest or the type of processing needed.
4. Once the work request is completed submit it via email or a meeting with the Director may be requested to discuss the request in detail.
  5. The Director of the RHIC will return a cost analysis for the work request with in a one-week time frame. An agreed upon completion date of the request will also be determined at the time of the meeting or via email with the RHIC Director. An authorization signature will be required on the work order prior to the RHIC lab starting the work request.
  6. After completion of the work request, RHIC personnel will complete the RHIC Billing Spreadsheet and forward to Accounting for billing. RHIC personnel will sign and date the work order once it has been submitted to Accounting.