

IMPORTANT:

Contact Scientific Director, Dennis J McCance, PhD (dmccance@salud.unm.edu) or Technical Manager Cathy Martinez (CFMartinez@salud.unm.edu) before doing anything, as they will guide you through the process.

Processes for Acquiring Tissue from the HTR-TASR:

1. Fill out the Scientific Review Committee (SRC) application and submit it to the Scientific Review Committee. The SRC application form can be found at: <http://hsc.unm.edu/research/node/80.html>

Additional information about the SRC process can be found at:

http://hsc.unm.edu/research/compliance_and_support/scientific_review_committee.html

2. Submit an Institutional Review Board (IRB) application to the UNM Health Sciences Center Human Protections Office (HRPO). This application will need to be submitted electronically through *Click IRB*, the HRPO IRB portal. The link to *Click IRB* can be found at: <http://hsc.unm.edu/som/research/hrrc/>

Note: The SRC approval letter needs to be included with the IRB application.

3. Request an iLab user account. Initiation of an iLab account is required before requesting biospecimens or services from the HTR (see below for detailed instructions).
4. Ask your department to issue a Purchase Requisition (PR) payable to the UNM Human Tissue Repository. Email the PR to Abel Tarango-Prieto, UNM Shared Resources Program Coordinator, at ATarango-Prieto@salud.unm.edu.
5. After your iLab account has been created, upload your SRC approval letter, your IRB approval letter, and your PR, and submit your service request in iLab.

What is iLab:

The HTR-TASR facility is now using an online system called iLab to streamline the process of ordering and billing for core facility services. All core facility users are required to use the iLab system. iLab requires a one-time registration (detailed below), and once registered, the system enables a user to provide required approvals, place service requests, and monitor the progress of requested services.

Getting Started with iLab:

1. Navigate to the core facility page at:
https://my.ilabsolutions.com/service_center/show_external/3041
2. In the upper right-hand corner of the screen, select **sign up**.
3. Complete the registration form on the sign-up page.
4. Receive a **welcome** email from iLab with login credentials and basic instructions.

Placing Orders and Scheduling Services:

1. Establish a Purchase Requisition (PR) through your own Department. Email the PR to Abel Tarango-Prieto at: ATarango-Prieto@salud.unm.edu who will enter the PR under your lab in the iLab system.
2. Navigate to the core page at:
https://my.ilabsolutions.com/service_center/show_external/3041
3. In the upper right-hand corner of this page, enter the user name and password provided by iLab and click **login** button.
4. Under the **Request Services** tab, click on **Initiate Request** button next to the service of interest.
5. You will be asked to complete a form and provide payment information for your request before submitting the request to the core facility.
6. Your request will then be pending review by the core facility. The facility will add any necessary charges and submit back to you for approval. Watch for an email from iLab regarding your updated project request.

We appreciate that all this seems daunting, however, personnel in the HTR-TASR will help at each step if required and with their experience, the process will be less intimidating.

Additional Help:

For iLab questions not addressed above, click on the **Leave iLab Feedback** link in the upper right hand corner of the website or contact: support@ilabsolutions.com.