



**SPANISH NATIONAL CANCER CENTER
CNIO BIOBANK
EXTERNAL REQUEST FOR TISSUE SAMPLES**



Short identification of the project:	<input type="text"/>		
Funding agency:	<input type="text"/>	Project ref. for the funding ag:	<input type="text"/>
Ethics Comm. that approved the project:	<input type="text"/>	Project ref. for the EC:	<input type="text"/>

PRINCIPAL INVESTIGATOR:

Full name:

Group / Unit:

Institution:

Address:

Phone Number: E-mail:

SAMPLES RECEPTION

Full name:

Group / Unit:

Institution:

Address:

Phone Number: E-mail:

Courier for sample shipping:

Client Id. / Account:

DATA FOR INVOICING

Charging account code:

Bank:

Account holder:

NIF:

Address:

DOCUMENTS TO BE ENCLOSED

<input type="checkbox"/>	Summary of the project detailing the justification for the need of tissue (in terms of type of samples, number of samples and amount of each sample)
<input type="checkbox"/>	Request form sent to the Ethics Committee for approval.
<input type="checkbox"/>	Approval by the Ethics Committee
<input type="checkbox"/>	Documentation accrediting the funding of the project.
<input type="checkbox"/>	Others:

<p>Principal investigator signature:</p> <p>Full name: <input type="text"/></p> <p>Date: <input type="text"/></p>	<p>Send to:</p> <p>Biobanco Centro Nacional de Investigaciones Oncológicas (CNIO) Melchor Fernández Almagro, 3 28029 – Madrid biobanco@cnio.es</p>
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<p>TO BE FILLED AT BIOBANK:</p> <p>Reference: <input type="text"/></p> <p>Entry date: <input type="text"/></p> <p>Resolution date: <input type="text"/></p>	<p>Comments:</p> <input type="text"/>	<p>Biobank approval</p> <input type="text"/>
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REQUESTED TISSUE

Type of tissue / neoplasia:

Anatomic location:

Characteristics of the disease (Grade, stage, etc.):

Detailed description of the tissue requirements:

DETAILS OF THE REQUESTED SAMPLES PER CASE:

Total number of requested cases:

Paired samples (tumoral y non-tumoral of the same patient):

YES

NO

Validity of tissue treated with radio/chemotherapy:

YES

NO

Validity of tissue from necropsy:

YES

NO

SOLID TISSUE:

TMA:

Requested TMA	Number of unstained slides

Notes:

WHOLE SECTION TISSUE:

		Tumoral	No tumoral
Paraffin-embedded tissue	Standard slides for staining*		
	Standard tissue for extraction*		
	Whole block (only with technical justification)		
Frozen tissue (OCT)	Standard slides for staining*		
	Standard tissue for extraction*		
	Whole block (only with technical justification)		
Other types of solid samples:			

* Standard conditions: - slides for staining: 4 um thick and mounted on slide
 - standard paraffin-embedded tissue: an Eppendorf tube with 3 slices 15 um thick
 - frozen tissue standard for extraction: an Eppendorf tube with 10-15 slices 15 um thick

BLOOD AND HEMATIC DERIVATIVES:

	Special requirements / Processing at BB	Requested quantity
Peripheral blood		
Serum		
Buffy-coat		
Other types of fluids:		

Notes:

GENERAL CONDITIONS:

1. The expenses invoiced for the material correspond only to processing and storing costs and management of the request.
2. As a general rule, CNIO Biobank will not provide with samples known to be infectious-contagious. However, as it is impossible to know the infective capacity in all the samples, CNIO Biobank does not assume responsibility on the unknown infectivity of the provided material neither warranties its sterility.
3. Principal researchers of projects who receive samples from CNIO Biobank take full responsibility for informing and training appropriately all research and technical staff regarding the risks and optimal preventive measures in handling human samples.
4. CNIO does not take responsibility on the potential harm derived from shipping or material handling once the material has been dispatched.
5. Human samples are provided exclusively for the scientific purposes specified in the research project indicated above, which must fulfill common ethical criteria and it never could be used for profitable purposes. It is expressly forbidden to distribute the tissues or their products to third parties without the applicable authorization of CNIO Biobank.
6. Principal researchers commit themselves to keep the samples in appropriate conditions, and also to maintain the traceability of their use.
7. Researchers are required to mention the provenance of the samples provided by CNIO Biobank in all publications arising from the use of these samples, and also to send a copy of each publication to the Biobank.
8. CNIO Biobank assumes the commitment of providing the material in the agreed time limit and conditions, and of supplying anonymous information about sample origin (age, gender and precise anatomopathological diagnosis). CNIO Biobank cannot warranty the collection of clinical information associated with samples, which will depend on the collaborative agreements that can be achieved with clinicians at hospitals.
9. Requests of tissue must obey all legal requirements and criteria established by Scientific and Ethics Committee from our institution, so that projects must include a detailed description of the type, number and amount of the required samples.
10. According to LIBM 14/2007, CNIO Biobank will only provide for each project the minimum amount of tissue which enables to carry out experimental objectives proposed by the researcher in the project description for which the samples are requested.

NOTE:

All requests, once complete documentation referred to the form of request and the project has been received in the Biobank, will be evaluated by internal Scientific and Ethics Committees (according to Royal Decree 1716/2011). Only requests approved by both committees could be transacted by the Biobank.

Due to specific characteristics of CNIO Biobank, it is possible that some requests would require the collaboration of external Biobanks. This could entail additional cost and delay in the process.

In fulfillment of the Organic Law 15/1999, of December 13th, of Personal Data Protection, we inform you that data collected in this form will be incorporated to a confidential automated file, enrolled in the Spanish Agency for Data Protection, whose ownership belongs to the Spanish National Cancer Center (CNIO), with the purpose of managing the clients for the services provided by the Center. To that end, you could wield your rights of opposition of the described processing, as well as your rights of access, cancelation and rectification, avowed in the cited legislation in the field of personal data protection, through a certified letter sent to the following address:

Centro Nacional de Investigaciones Oncológicas

Biobanco

Calle Melchor Fernández Almagro, 3

28029 - MADRID – ESPAÑA

Principal investigator signature:

Full name:

Date: