

Instructions for Submitting Required Documents

To obtain tissue samples from the *New York Brain Bank – Taub Institute, Columbia University* (NYBB) you must read, sign, and fax (212-342-0083) or send (NYBB Columbia University, Babies & Children’s Hospital of New York-Presbyterian, Room T-8, 3959 Broadway, New York, NY 10032) the following documents to our office:

1. Human Single User Tissue Agreement
2. Acknowledgment Agreement
3. Human Tissue Handling Risks & Safety Precautions Statement and Agreement
4. Copy of your Internal Review Board (IRB) approval for your study protocol

NB: We will not fulfill your request unless we have received the signed documents. The processing of the request is contingent upon the availability of tissue.

Human Tissue Single User Agreement

As the Investigator of Record, I understand that the *New York Brain Bank – The Taub Institute, Columbia University* (NYBB) has disbursed postmortem human tissue to me for research purposes only. I understand that this tissue has been disbursed for my expressed use only. I acknowledge that I will not distribute any samples, or fractions of samples of this disbursement to other investigators without the expressed permission of the NYBB. I will direct all such requests for tissue inquires to the NYBB central office.

Investigator of Record Name

(Print Name)

Investigator of Record Name

Date

(Signature)

Acknowledgment Agreement

As the Investigator of Record, I agree to provide specific acknowledgment of the *New York Brain Bank – The Taub Institute, Columbia University* (NYBB) and its Federal Grant Number in any publication related to the use of this tissue sample. Specific citation of the contribution of the NYBB will be included in both the Methods section and the Acknowledgment section of the manuscript. I will contact the NYBB to obtain the current Federal Grant Number.

Investigator of Record Name

(Print Name)

Investigator of Record Name

Date

(Signature)

Human Tissue Handling Risks & Safety Precautions Statement

Postmortem human tissue is potentially infectious and must be handled with care. Universal precautions must be followed when working with postmortem human tissues irrespective of the methods of tissue preparation.

Precautions include double gloving, wearing protective garment, face or eye protection, using disposable instruments, and appropriate washing of non-disposable instruments, and working areas.

All waste material is a biohazard. Thus, waste must be disposed of according to your institution's policy for handling biohazard.

Any laboratory staff member who will be handling postmortem human tissues must be trained in the proper and approved methods of handling of such specimens.

We do not intentionally distribute tissue known to be infectious unless specifically requested by investigators for definite research projects. We cannot guarantee that any postmortem human specimen is free of transmissible infectious agents beyond what can be reasonably ruled out using conventional methods of pathological evaluation. Thus, the recipient investigator bears the responsibility to ensure that all laboratory individuals working with postmortem human tissue use proper and safe techniques.

Investigator of Record Initial

Date

(Initial)

Human Tissue Handling Risks & Safety Precautions Agreement

As the Investigator of Record, I accept full responsibility to ensure that proper, safe handling techniques are employed in my laboratory when working with post-mortem human tissue. I further accept responsibility to train staff members in approved and customary safe handling techniques before they work with these tissues.

Investigator of Record Name

(Print Name)

Investigator of Record Name

Date

(Signature)