

CPRS AND PRP FAQ SHEET

Center for Pathology Research Services (CPRS)

Operational Hours:

Monday to Friday 8:00 A.M. - 5:00 P.M.

Email: CPRS@mednet.ucla.edu

Phone: 310-206-2292 | 310-794-1519 | 310-206-9100

Fax: 310-825-0595

Address:

10833 Le Conte Ave

Center for Health Sciences (CHS), RM A2-236

Los Angeles, CA 90095

- 1) What does CPRS do and what services do they provide?
 - a. We are the bridge between the study team and clinical labs when studies require pathology related services. We are involved in the study activation process for new research studies that require Pathology services at UCLA, as well as handling tissue and biopsy requests. CPRS can also assist in identifying what Pathology services may be required based on the information provided by the study team
- 2) Who does the team consist of?
 - a. Our team consists of our medical director, lab manager, supervisor, and CPRS research coordinators.
- 3) What kind of studies does the CPRS support?
 - a. We support industry sponsored studies, non-industry studies and non-UCLA research studies.
- 4) What important documents are necessary when approving studies?
 - a. We require the study application, lab manual with a visitation calendar, collection flow chart, and accurate specimen processing information.
- 5) For Clinical Trial Tissue slide requests, what is required?
 - a. For tissue requests, we require a signed HIPPA form and consent form (patient and PI) and most importantly, the CPRS Tissue Request form. Within the tissue request form, it is important to include the IRB and FAU for billing purposes.
- 6) Does the CPRS collaborate with any other ancillary services?
 - a. We work closely with the CTRC, Cytology, TPCL, UIC, and TCGB.
- 7) For biopsy requests, what are required?
 - a. For approved studies that require biopsy services and cytology engagement, study teams **MUST** provide the CPRS form completely filled out, along with the location the biopsy will take place, the patient identifier, and time at which the biopsy will take place. Biopsies that do not involve Cytology or are done in clinic must have the study team involved with the tissue retrieval. Please contact us for cytology clarification if needed.

Pathology Research Portal (PRP)

Operation Hours:

Monday-Friday 8:00 A.M. - 5:30 P.M.

(Specimens cut off time: 5:30 P.M. and 4:30 P.M. for PBMC)

Saturday: 9:00 A.M. - 4:30 P.M.; Sunday: Closed

(Specimens cut off time: 4:30 P.M. and 3:30 P.M. for PBMC)

Email: ResearchPortalTroubleshooting@mednet.ucla.edu

Address:

10833 Le Conte Ave.

Center for Health Sciences (CHS), RM A2-236

Los Angeles, CA 90095

Phone: (310) 825-0825 | (310) 267-0517

Fax: (310) 825-0595

- 1) What services does the PRP team provide?
 - a. For approved studies, PRP offers processing, storing and shipping samples for various studies.
- 2) Where do study teams drop off samples?
 - a. Samples can be dropped off at the PRP lab, which is located in the Center for Health Sciences building in room CHS-A2-236.
- 3) What documentation is required when dropping off samples?
 - a. For approved studies, when dropping off samples at the PRP, we will need the specimens to be labeled appropriately with CareConnect labels.
- 4) What kind of Certification does the PRP lab have?
 - a. PRP is CAP certified. The CLIA is not applicable as our lab does not perform testing and does not qualify for either a waiver or certificate.
- 5) How do I request for equipment logs or calibration documents?
 - a. Please email CPRS for these inquiries.
- 6) What do I do if I have samples but the study is not approved by the CPRS?
 - a. Please contact CPRS at cprs@mednet.ucla.edu for all inquiries.
- 7) What is the cut-off time for same day shipping?
 - a. Same day shipment sample cut-off is at 2:00PM for weekdays. No shipping on the weekends
- 8) Is the PRP open during university observed holidays?
 - a. The PRP is not open during university observed holidays.
- 9) Does the PRP provide after-hours services?
 - a. Limited after hours services are offered at the PRP lab for additional costs. Please contact CPRS for inquiries.
- 10) Where can pricing for the PRP services be found?
 - a. For the PRP services pricing inquiries, please contact the CPRS team at cprs@mednet.ucla.edu. Testing related price inquiries are not provided by CPRS.
- 11) How does storage work?
 - a. Samples are considered long term after 5 business days (7 calendar days) and will be charged a storage fee. Short term storage is less than 5 business days and will not be charged with a storage fee.
- 12) How do I retrieve/pick up my samples?
 - a. Samples may be picked up from either short term or long term storage by making an appointment with PRP/CPRS. Appointments **MUST** be made at least 3 hours in advance, though they can be scheduled over a day before.