

## PATHOLOGY CORES

### HARVARD MEDICAL SCHOOL

#### Rodent Histopathology Core

220 Longwood Ave. Goldenson-126/141  
617-432-2409

### MASSACHUSETTS GENERAL HOSPITAL- EAST

#### Specialized Histopathology Services- MGH

Charlestown Navy Yard Building 6, 6122  
617-726-5510

### BRIGHAM & WOMEN'S HOSPITAL

#### Pathology Specimen Locator Core

70 Francis St. Shapiro L3-034  
857-307-3024

#### Tissue Microarray & Imaging Core

75 Francis St., Thorn-604/603b  
617-525-7442

#### Specialized Histopathology Services- Longwood

75 Francis St., Thorn-604/603b  
617-525-7442

If you have any account management, administrative or billing questions, please contact [Lauri Wyner](mailto:lauri_wyner@hms.harvard.edu), DF/HCC Pathology Core Manager at lauri\_wyner@hms.harvard.edu or 617-432-4947.

All technical questions and questions regarding the status of your request should be directed to the core facility.

### GETTING STARTED:

The following are instructions to “**Create a New Customer Account**” in our online work request, project tracking and billing database. This process will set you up to use all of the DF/HCC Pathology Cores located at the BWH, HMS and MGH. If your PI is a member of the DF/HCC, your membership status will be verified by the pathology cores administrative manager who will note your groups DF/HCC affiliation information in your account. DF/HCC members receive reduced rates for all services at any of the pathology cores. If you or your PI is not a member of the DF/HCC and would like to view the requirements and see the online application, please go to <http://www.dfhcc.harvard.edu/membership/>.

### 1. CREATE A NEW CUSTOMER ACCOUNT TO USE THE DF/HCC PATHOLOGY CORES:

1. Go to <http://pathcore.hms.harvard.edu>
2. Select “**Create a new customer account**”.
3. Complete form to set up an account for the PI including: PI contact information, billing name and address to send invoices. The billing name should be your grant manager or accounts payable office.

There should only be one account per PI, if you create a duplicate account it will be inactivated. If you are not sure if your lab already has an account in the system, please contact Lauri Wyner, DF/HCC Pathology Cores Administrative Manager at lauri\_wyner@hms.harvard.edu or 617-432-4947.

Once you set up the account, you can distribute the user name and password to any investigators within your lab that should have access to the DF/HCC Pathology Cores.

## 2. CREATE A NEW PROJECT FOLDER [OR ADD A NEW INVESTIGATOR TO AN EXISTING ACCOUNT]:

1. Go to <http://pathcore.hms.harvard.edu>
2. Click on **Start a New Project**. You only need to create a project the first time you use the cores unless you would like multiple folders to separate requests for various protocols.
3. Enter your name and contact information in the open text fields
4. Check all appropriate boxes indicating funding sources available to you
5. Enter a brief project description that will be the title for your project folder [e.g. Expression of novel genes in Leukemia patients]
6. Click on **Submit**

You should think of the Project as a folder to hold all related work requests for that particular study. You will also be asked to check a box for all relevant funding sources [Federal, Non-Federal, Industry, other...] for this particular project. This does not impact where any associated charges will be applied. You will be asked later [Create a Work Request] for a valid billing code where you would like charges applied.



## 3. SUBMIT A WORK REQUEST FOR AN EXISTING PROJECT:

1. Go to <http://pathcore.hms.harvard.edu>
2. Select your name from the list of project scientists
3. Select the appropriate project folder
4. Click on **Submit a work request**
5. Select the appropriate service category to the right of the Core name
6. Fill out the request form and submit.

You will be required to enter your billing code in order to submit a work request.

- **Internal Customers:** Harvard 33-digit code or a Partners 6-digit research fund number.
- **External Customers:** 7 digit DFCI fund number, cost center number, a PO number or any billing reference that your institution/organization would like referenced on the associated invoice

## CURRENT PRICING IS ALWAYS AVAILABLE ONLINE:

1. Go to <http://pathcore.hms.harvard.edu>
2. Click on  Service Catalog & Pricing
3. Select  View Pricing to the right of the Core Facility.