

HistoCore

Sample Submission Guidelines

- A histology request form must be completed for **all** histology sample submissions.
- A **valid speed code**, contact information and sample information must be supplied and sample information must match the labeling on your sample containers.
- Please describe the orientation and sectioning plane you require.
- Samples for paraffin processing must be clearly labeled, in numerical order and placed in the portable fume hood. When submitting cassettes, cassettes must be labeled in pencil. If they are labeled in pen you will be asked to re-label your samples.
- Samples must be submitted before 3:30 pm for next day processing.
- We request that your labels contain a maximum of 20 characters and do not include symbols.
- All samples for cryosectioning can be placed in the In-Box in the -20°C upright freezer to the right of the cryostat in 5-003. Ensure your samples are clearly labeled and match the request form.
- All large organs/tissues must be trimmed prior to submission. Bone and teeth must be properly decalcified. Samples can be decalcified by HistoCore but a decalcification processing fee of \$17.00/sample will be applied as of June 1st, 2013.
- Use of the autostainer/coverslipper is restricted to Histology personnel only. No slides will be loaded on the machine after 3:30 pm.
- You will be contacted when your slides and blocks have been completed. A signed indent with valid speed code must be provided before completed orders can be picked up. **Slides and blocks will not be released until a signed form is received.** Any discrepancies with missing slides/blocks or repeats of staining must be discussed with Devika.
- Charges apply for all work completed by the Histology Core as per the fee schedule regardless of experimental outcome.

HistoCore
5-003 Li Ka Shing Centre
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Contact: Devika Mohan
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Hours of Operation: Monday – Friday 8:00 AM – 4:00 PM