



HISTOLOGY SUBMISSION FORM

Submitter Name:	Submission Requirements: All parameters must be marked Yes
PI:	Samples submitted in leakproof plastic container []Yes or []No
Department:	Samples submitted in cassettes labeled in pencil []Yes or []No
Telephone:	Slide Folders/Boxes submitted for completed slides []Yes or []No
Email:	Fixation Information: Jars must be labeled with the fixative contained within the jar per the University's EHS protocol.
KFS/PO No.:	Tissues MUST submitted in: [] 70% ETOH or [] 10% NBF Please note: The volume of fixative should be about 3 times the amount of tissue volume- this allows proper fixation to occur
UCHC PO Contact:	Date Fixation Started:

Submission Information:

Provide the total number of each sample type submitted (details on reverse):

_____ Fixed Tissue(s) in Cassettes _____ Paraffin Block(s) _____ Glass Slide(s)

Have any of the submitted tissues been decalcified? []Yes or []No

Fresh untrimmed tissues may be submitted, however there is an additional cost based on the amount of time the pathologist uses to trim your samples into cassettes.

Embedding Procedure:

The researcher is responsible for trimming their tissue based on their individual research needs.

- The tissue that the researcher places **face down into the cassette** is what we place **face down into the mold** and the **area of the tissue that we cut into until a full-face section is obtained.**
- **The tissue should easily fit into a cassette with the lid closed-** thickness should be **no greater than thickness of a nickel.**
- If the tissue sample is too small to submit without the aid of sponges, it is often too small to orient properly during embedding, please reach out with questions and we will make every effort to accommodate you. **Please note our lab is not capable of performing ultramicrotomy.**
- **We do not have a cryostat, and therefore cannot perform frozen sectioning.**
- Due to safety concerns, **researchers will not be admitted into the lab.**

We section all samples at 4-5µm thick unless instructed otherwise.

	Sample ID	Species & Tissue	# of H&E	# of Unstained	# of Sections/Slide	Special Stain	Additional Information
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Notes/Additional Instruction:

Lab Office Use Only:
Date work completed: _____
Notes _____ _____

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