PROCEDURE FOR SUBMITTING MATERIAL FOR HISTOLOGIC PREPARATION

RESEARCH

1. A complete research requisition slip must accompany all specimens. All research request forms must have the following information:
   - Investigators Name
   - Project ID# or PO# for Invoice billing
   - Department ID# or Billing Address for Invoice
   - Fund Source ID#
   - Number of blocks
   - ID of blocks – a complete list of specimen ID’s is required.
   - Description of work to be done
   - Phone number/email address
   - Label container with the type of fixative/fluid the cassettes have been placed in.

2. Paraffin blocks- specimen must be placed in a labeled cassette. Histology technicians will not place specimens in cassettes for the investigator. The Histology technicians can and will assist the investigators if needed.

3. Frozen blocks-tubes, bags or cryomolds must be labeled with researcher’s specimen identification numbers. The Histology technicians can and will assist the investigators if needed.

4. Turnaround time for routine research projects is 7-14 days. If special testing (complex special stains, immunohistochemistry, decal, etc.) is needed project may take longer.

ANY SPECIMENS RECEIVED WITHOUT A COMPLETE REQUISITION OR AN UNLABELED SPECIMEN WILL NOT BE PROCESSED