

Return to Research – New Procedures (Updated on April 12/2021)

An initial consultation meeting is highly recommended for all **first time users** to discuss sample handling, tissue fixation and embedding. Please contact the Core (pathlab@uottawa.ca) to schedule a consultation meeting.

If you require services from Histology Core Facility, please email pathlab@uottawa.ca with the number of projects within your lab that will require the Histology Core services. This will ensure we can plan ahead according to the demand.

Please observe the following rules for service request:

- 1) Only one request per lab member will be accepted. Please take into consideration any projects submitted previously and reassess your priorities if required. We are happy to swap out a new request for an existing one to address any urgent needs.
- 2) All requests should not exceed 100 slides for sectioning and staining.
- 3) As per Faculty directions, the Histology Core Facility will not be offering any face-to-face training until further notice.

Pickup/drop-off of samples:

Appointment scheduling for drop-off and pick-up of samples will be strictly followed as there will be a “no walk-in” policy in place. All drop-off and pick-up of samples will be scheduled in advance in order to avoid interactions between staff and user, and to avoid users arriving on site at the same time.

To schedule a drop-off appointment, please use this link: https://calendly.com/pathlab/dropoff_samples

To schedule a pick-up appointment, please use this link: https://calendly.com/pathlab/pickup_samples

Users will be contacted once requests are completed. Please kindly direct your researchers/students and technicians not to show up unannounced at the Core; this new process is meant to ensure the safety of both users and our staff.

Users will drop off their samples in a cart located in front of room 4145, and will pick up their orders from a cart located in front of room 4143. Please respect your appointment times.

Deparaffinization and antigen retrieval:

Antigen retrieval and deparaffinization will only be performed once daily, at 10:30 A.M. Please input requests in iLab no later than 10:00 A.M. in order to ensure service on that day. Once you submit the request, please schedule a drop-off appointment using the link below. A two-hour window (between 8:00 A.M. to 10:00 A.M.) is available every day for dropping off the slides.

https://calendly.com/pathlab/antigen_retrieval

Cryostat and Microtome bookings:

- Only 1 booking per room will be allowed.
- Bookings will have 15 minute periods in between them to allow for aerosols to settle.
- Maximum of 4 hours per booking per lab, either 8 A.M. -12P.M. or 1 P.M. to 5 P.M. to maximize usage of equipment.
- Use of masks and face shields/glasses in rooms with more than 1 person capacity is mandatory (observe signage on site).
- Please follow cleaning protocols posted on site.
- Users are responsible for cleaning tools and equipment surfaces **before and after use**. Core staff will perform additional cleaning protocols in the mornings when opening the doors.

Please note that we are not at full capacity, and even though researchers are coming back with limited capacity, we expect to receive a large number of requests from all labs.

With that in mind, it would be appreciated if all users could prioritize their requests so that we can provide services in an equitable manner.