

## Sample Submission Guidelines (PDF)

### Consultation Meeting:

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](mailto:pathlab@uottawa.ca)) to schedule a consultation meeting.

### Service Request Form:

A completed service request form must accompany all submitted samples. This can be done through Infinity and should include detailed instructions on how tissues should be oriented, sectioned and stained.

### Sample Submission:

**Fixed tissue:** Fixed tissue samples must be submitted in a sealed container clearly labeled with the sample name and should be brought in 70% ETOH.

**Frozen tissue:** Please submit your frozen tissue on dry ice in a clearly labeled tube or cryomold.

For more detailed information on how to collect, fix, and label tissue samples prior to bringing it to the Core, see "**Get Started**" link on our webpage.

### Turn Around Time:

A standard turn-around time of 10 business days is assigned to orders that involve processing, embedding and sectioning. Longer times are needed if staining and scanning are included. Turn-around times are dependent on the complexity and size of the order.

### Sample Drop Off /Sample Pick-Up:

Users must schedule a sample drop off time through Infinity. They can be left on the cart outside Room 4130, RGN. Users will be notified via email when orders are ready for pick up.

### Acknowledgment:

Publications (posters or papers) that include images or data obtained from material created in the HCF should be acknowledged. For example, "Histology/Imaging/Staining services were provided by the LPHCF at the University of Ottawa". If a staff member contributed significantly to the publication, please consider an acknowledgment or appropriate authorship. We request a copy of the publication in PDF format, so that we can keep track of successful research projects that were accomplished using the Core.

### Hazardous/Pathogenic Samples:

Any hazardous or pathogenic tissue samples must be discussed prior to bringing it to the Core and should be indicated on the data sheet at the time of submission. Please consult the Office of Risk Management at the University of Ottawa for more information.