

**PROTOCOLS**  
**FEMALE TISSUE ACQUISITION CORE**

**HISTOLOGY AND IMMUNOHISTOCHEMISTRY REQUEST:** This is a fee for service laboratory. Access to the cores services requires a valid PO#/VR# (VICTR) specifically for this core and to complete a Histology Service Request Form. The form can be completed online or picked from room: 4130 located on the 4<sup>th</sup> floor of the Harold D. West Basic Sciences Building. Please make sure that all areas marked with an asterisk (\*) are complete before submitting form. Incomplete forms will result in delay.

**ANTIBODIES for IHC:** The requestor is responsible for purchasing the antibody and knowing the specifics (attach a protocol with submission form). If you are not sure of the specifics of the antibody and core has to develop a protocol, a protocol development fee of \$28.00 will be charged. In case the core orders the antibody, a full price of antibody will be charged, plus \$12.00/per slide staining.

**TISSUE SUBMISSION:** The lab can perform dissection, grossing and fixation if required. Animal tissue when submitted for processing should have all hair removed. Submit tissues in cassettes, blocks or slides with appropriate labeling, as described in fixation section. If cassettes are submitted, please specify the container solution (e.g. Fixative, alcohol). Fixed specimens, unless otherwise stated, are assumed to be at their end-point of fixation. Specimens for frozen section should be at -80° C. Frozen samples should be handled with utmost care, avoiding temperature fluctuations, hence scheduling with the core tech **MUST** be done in advance.

All projects submitted to the core facility are completed in the order received, using the submission date indicated on the form.

All submissions should be taken to room: 3121 Located on the 3<sup>rd</sup> floor of the West Basic Science Building and handed to the core tech.

**FIXATION PROTOCOL FOR PROCESSING AND PARAFFIN EMBEDDING:**

- Samples submitted for processing **MUST** be properly trimmed (not to exceed 3 mm in thickness), and fixed in reagent of choice according to your protocol. If samples are >3mm they will be trimmed, to allow for adequate processing and you will be charged \$5.00 for each additional block made. The most commonly used fixative is 10% Neutral Buffered Formalin (NBF). Samples that have been properly fixed should be transferred into 70% ethanol and taken to the laboratory for further processing. Please call the histology staff if you need guidance in these procedures.

- All submitted tissue should be placed in cassettes and clearly labeled with a unique ID number assigned by you. Please **do not fill the cassettes to capacity with tissue**. This practice will result in poor tissue fixation (golden rule: tissue should be no thicker than a nickel) and processing.

- Cassettes should be labeled and should match the service request form.

- Use a soft #2 pencil or 'Securline Marker II/Superfrost' to label the cassettes. **Do Not Use Sharpie Markers**. The ink can't withstand the chemicals used in processing.

- Clearly identify all tissue containers submitted and all slides provided with investigator's/ submitter's name.

- Please give one week prior notification for submissions that have a large number of samples or which will necessitate frequent and continuous submissions to the histology lab.

**FROZEN SECTION PROTOCOLS:**

Samples submitted for frozen sections are required to be in clamshell molds or cryomolds. The laboratory keeps clamshell molds and is available by request only.

- Place a small amount of OCT in the mold and set on dry ice to slightly cool, as OCT begins to thicken and turn hazy, add the sample and fill/cover with OCT.
- Label the molds similar to cassette labeling.
- Place molds on dry ice/liquid nitrogen and transport to the lab to be stored in -80° C freezer until it is cut.
- Please contact the core staff in advance, for all frozen tissues and sections that are going to exchange hands, to ensure proper handling of samples.