UCD Research Histology Shared Resource
Histology Submission Form Instructions

Fill out the top portion to include:

1. **Name**: Name of the person placing the request.
2. **Phone #**: A person to contact in case of questions regarding the order.
3. **Date**: The date of the request.
4. **Email**: Email address of the contact person. Notification of completion and a copy of the invoice will be emailed.
5. **Primary Investigator**: Name of the PI associated with the listed speed type.
6. **Ordering Department**: Name of the PI’s department.
7. **PI’s Speed Type**: 8 digit account number used to process the transaction. If this is not filled in, the contact person (listed in #1) will be called or emailed to provide a speed type. Work does not begin until a speed type is provided.

**Affiliation**: Affiliation determines processing priority and pricing tier level.

**Cancer Center Member**

1. The PI must be a Cancer Center (CC) Member.
2. This applies to primary and retrospective animal research and retrospective human research.
3. CC Clients are charged the lowest rate due to subsidy provided to the Histology Core through the Cancer Center.
4. **CC clients must acknowledge the Cancer Center Support Grant (P30CA046934) in all publications and provide a copy (paper or electronic) of publications to the Histology Shared Resource annually.**
5. All requests are processed “first come, first served”. No additional priority level is assigned.
6. Turn-around time ranges from 2-20 business days, depending on the number and complexity of requests in the queue.
7. The submission form signature line must be signed to process the speed type.

**Non-Cancer Center Member, CCTSI Member and External CU Member**

1. The PI may or may not be a CC member.
2. This applies to primary and retrospective animal research and retrospective human research. **This level may be used for federal sponsored clinical trials where turn-around time is not critical.**
3. Clients are charged the base cost of a service. Cancer Center subsidy does not off-set this level. (0% Discount)
4. Clients are not required to acknowledge the CC support grant. However, acknowledgement of the lab in publications is standard practice for academic institutions, where applicable.
5. All requests are processed “first come, first served”. No additional priority level is assigned.
6. Turn-around time ranges from 2-20 business days, depending on the number and complexity requests in the queue.
7. The submission form signature line must be signed to process the speed type.

Clinical Trials
1. The PI may or may not be a CC member.
2. This level is intended for industry or federal sponsored clinical trials in which turn-around time is critical for patients to enroll in a study.
3. These submissions are assigned “Priority” over all other “first come, first served” submissions. Multiple “Priority” submissions will be processed in order of receipt.
4. Clients are charged a higher cost in order to cover the additional administrative costs associated with regulatory compliance and prioritization.
5. Submissions are completed in 1-3 business days, depending on the number and complexity of “Priority” submissions currently in the queue.
6. This level cannot be assigned to primary or retrospective animal research.
7. CC support grant acknowledgement is not required.
8. The submission form signature line must be signed to process the speed type.

Contract Company
1. The PI or client may or may not be a CC member.
2. This applies to primary and retrospective animal research and retrospective human research.
3. This level is intended for external companies that would like to utilize the histology resource, usually due to a protocol previously customized in the lab that is needed for subsequent work.
4. Clients are charged a 100% increase over the base (Non-CC member) cost in order to cover the additional administrative costs associated with billing.
5. All requests are processed “first come, first served”. No additional priority level is assigned.
6. Turn-around time ranges from 2-20 business days, depending on the number and complexity requests in the queue.
7. A speed type is not required. Billing information, such as company name and address are required in order to generate the invoice.
8. CC support grant acknowledgement is not required.
9. The submission form signature line must be signed to indicate acknowledgement of the lab in any publications.

Work Requested
1. Fill out the number of each service needed under the correct box.
2. Fixed tissues submitted in vials will need gross dissection before tissue processing and embedding. This includes the cost of labeling the tissue cassette and transferring the tissue to the cassette.
3. Indicate the TOTAL number of cut slides per block. If you need 1 H&E and 3 blanks, then the number would be 4.
4. Indicate the number of H&E slides needed per block. Please also write “1 per block” in the space next to H&E if you need one stained slide. If more stained slides are needed, indicate how many slides are needed per block.

5. Notify a lab technologist when dropping of materials for frozen sections so that we can immediately place the materials in the -80C freezer. The client must bring a box with dry ice to transport the completed materials back to their lab.

**Special Procedures/Instructions**

Indicate any special procedures or specific labeling requirements in the “Special Procedures/Instructions” area. All blocks and slides will be labeled with information listed on the specimen container unless otherwise indicated. If the slides will be needed for molecular studies, indicate “Molecular Procedure”. This ensures that our technologists use gloves and a DNA/RNase free technique when cutting the slides.