General Guide for Submitting Online Requests to the Pathology Translational Research Core Facility

   Click the link: Histology Immunohistochemistry Automated Requisition Application to access the log in page.
   OR
   Log into your account at “KCC Shared Resources Universal Portal Login” page at:
   http://www.kimmelcancercenter.org/kccresources/
   Click the link: “Histology Immunohistochemistry Automated Requisition Application”.

2. If you don’t have an account, you can register a new account and then log in.

3. Click the link: “Submit a new Histology/Immunohistochemistry Request”

4. Type in your charge code or Billing Address (For Non-TJU Users Only). Make sure you have a valid charge code on the request form. If you are not sure which charge code you can use, check with your PI and department administrator or department grant administrator. Requests without valid charge codes will not be accepted.

   *About the Charge code:
   - You must enter a charge code without the 4-digit natural account number (most people use “6408”). You will not enter this number as part of your charge code.
   - The format should (usually) be: 123-12345-AB1234 and you will enter the charge code as following (the number 7036 is used for Shared Resource Facility administration:
     
     
     123 - 12345 - 7036 - AB1234
   - Your account administrator/ department administrator/department grant administrator will know which charge code you can use, and that person will also need sign your request form.

5. Click the “continue to specimen descriptions” button.

6. Enter your “sample label” in the request form one by one. This label will show up on you slides. Please make sure labels on request form match labels on cassettes.

7. Select the “material type” from the drop down menu in the third row of the specimen descriptions page and type in the range of samples. Click “Change Material Types For Range Specified” to apply the change.

8. At the end of this page, there is an area named “Describe Work Requested in FULL DETAIL below” where you can describe work requested in full detail. At minimum, the following
information should be provided:

- What type of tissue (e.g. species, organs/xenografts, bone or tissue containing bones) are you submitting?
- What type of fixative was used and how long have the tissues been fixed?
- How would you like your samples to be processed (e.g. frozen mounted or paraffin embedded, extra large tissues needing special processing, needing decalcification, etc)?
- Are there any special instructions for embedding, orientation, and cutting?
- How many slides need to be cut and how many sections on each slide? Unless otherwise specified, we will provide one section per slide, as a standard service.

**Note:** Paraffin slides can be stored longer than frozen slides. However, some evidence shows that paraffin slides stored under ambient conditions for 3 months exhibited marked degradation of some antigens. Therefore, only request enough cut slides for your current experiment if you don’t know whether long term storage will effect your specific target.

- What stain is needed, on which particular slide? We provide sequential slides as a standard service.

**Always remember that the more details you tell us, the better we can serve you.**

**An example of a work request description:**

Total 16 cassettes containing mouse skin were submitted. There are 4 pieces of skin in each cassette. They are in biopsy wraps labelled “1”, “2”, “3”, and “4.”

We would like these samples to be processed and embedded in paraffin. Please embed them longitudinally with the straight edge down and in an order as 1, 2, 3, 4 in one block. Please put the No.1 skin a little bit higher than the others (as shown in the following picture) so we can identify each sample.

For each block, please cut 10 slides with 2 sections per slide. Skip 100 um and cut another 10 slides with 2 sections per slide, then skip another 100 um and cut 10 slides with 2 sections per slide. We need to see the changes in 3 levels (totally 30 slides per block).

We would like the first to be stained with H&E, the second slide stained with Masson's Trichrome on each level. Leave the other 8 slides on each level unstained.

9. After entering all the required information, click the “Submit Request” button. A print friendly page will come up. Click the “Print” button to print the request form.

10. Have your PI and Department Administrator or Department Grant Administrator sign the form. Ask them to double check the charge code to make sure it is a valid charge code. Requests will not be accepted without administrator’s signature.
11. Bring your samples together with the signed request form to our Core Facility at 308/BLSB.

**Note:** For paraffin processing and/or embedding cases, all tissues must be fixed, placed in tissue cassettes and transferred to 70% alcohol in a sealed container before submitting to the our facility (See “General Instructions for Prepare Samples to be Submitted to Histology Section-Translational Research Core Facility”).

12. About the turnaround time:

- Currently, the routine paraffin request should be returned in about 2-3 business days
- Most frozen request can be completed within the day of the tissues submitted
- Special Stain: If reagents are available, requests can be completed in about 5 business days after slides are cut
- More detailed/complicated cases, or cases with a large number of samples may take more than one week
- IHC: Depends on the number of antibodies needed to be optimized and the performance of the antibody. Consultations are necessary to determine estimated turnaround times

13. Contact Information

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14. Our Location:

**233 S. 10th St. Rm 815/BLSB, Philadelphia, PA 19107**

Please do not hesitate to contact us to discuss the details of your request.