

Date: _____ Project #: _____ PDS#: _____

Histology Laboratory Tissue Sample Submission Form – Contract and Research Cases

Name of Researcher: _____

Contact Name and Phone #: _____

Work Requested: _____

Tissue Sample Submission Requirements:

1. Label cassettes on the front with the sample identification number or code using a **2H variety** lead pencil. Write any sub numbers on the right side of the cassette(s). Try to keep cassette labeling to a minimum. Alternatively, with proper training, clients may use the PathCare Medical Inc. PiSmart Carousel Cassette Printer. Contact Histology Laboratory personnel for assistance.
2. Trim tissue to a maximum 3 – 4 mm thickness; place into a regular depth cassette (*preferably, blue cassette(s)*).
3. There is a **maximum of 9 tissues allowed per cassette**. Keep similar sized pieces together, as well as tissues of similar texture (*e.g., do not place brain with cartilage, or a tiny piece with a giant piece*).
4. Transport tissue to PDS in a leak-proof container with enough 10% Neutral Buffered Formalin to at least cover all cassettes.
5. Complete the log sheet on reverse side of this Form, line by line for each cassette. Green shaded areas must be filled out by the person submitting the tissue. Yellow shaded areas are completed by Histology Technologists.

*Below is an example of a properly completed **Histology Laboratory Log Sheet – Contract and Research Cases**:*

Gross Trimmed (Initials)	PDS #	Sub-number or Sub-code (if applicable)	# Tissue Pieces in Cassette	Special Instructions (if applicable)	Embed (Initials)	Rough Trim (Initials)	Cut (Initials)	Tissue Quality Verified on Slide (Initials)
	23-1000	A	6	PAS in addition to H&E				
		B	5					
		C	2					
		1	4	embed on edge				
		2	3					

Note: The information documented in the Log Sheet is required to ensure:

- The best possible processing quality for the sample(s).
- Minimal cost for work performed.

Clients may direct questions to 306-966-7319 or 306-966-7322.

Supersedes: August 30, 2023