

**Liver Center Pathology & Imaging Core**  
**Instructions for preparing and submitting tissue specimens**  
**Updated January 2019**

**PLEASE NOTE:**

- **Samples must be received by 3PM at the latest, the day before they are to be sent out.**
  - **Samples are sent out Tuesdays and Thursday and are returned the following Thursday and Tuesday.**
  - **All samples should be accompanied with a printed order sheet and a slide box.**
1. Please **contact the core manager** ([caroline.duwaerts@ucsf.edu](mailto:caroline.duwaerts@ucsf.edu)) if you have any questions about specimen preparation or ordering procedures before you submit materials to the core.
  2. **Complete an order form**, downloadable in EXCEL from the Liver Center Pathology Core web portal, to submit with your specimens. This should be filled out electronically and emailed to [caroline.duwaerts@ucsf.edu](mailto:caroline.duwaerts@ucsf.edu). Be sure to include the user name, PI name, phone number, date of submission and a speedtype number for billing, along with any special instructions.
  3. **Transport specimens** to Parnassus, HSE 1423. Samples must be received by 3PM for same-day processing and next day pick-up. All samples must be received by 5PM Monday-Friday unless special arrangements have been made with the core.
  4. When **dropping-off or pick-up samples** please always fill out the sign-in sheet next to the drop-off/pick-up boxes.
  5. **Tissue samples** should be submitted in fixative (specify which type) in sealed containers with labels. All specimens in a single container will be placed into a single cassette by core staff.
  6. **Paraffin blocks** should be clearly marked with your personal label. The core will add its own tracking number (if not already added).
  7. **Submit a labeled slide box** for return of your finished products.
  8. The **timeline** for work submitted to the core is 2-3 days. Specimens are sent for processing each Tuesday and Thursday. For example, samples received by 3PM on Monday go out on Tuesday and return on Thursday.