

**Liver Center Pathology & Imaging Core**  
**Instructions for preparing and submitting tissue specimens to the**  
**Peninsula Histopathology Laboratory**  
**Updated September 2016**

**PLEASE NOTE:**

- **Samples must be received at ZSFG by 3PM for same-day processing.**
- **All samples must be received at ZSFG by 5PM unless special arrangements have been made with core staff.**

1. Please **contact core staff** ([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 can be filled in electronically and then emailed to [caroline.duwaerts@ucsf.edu](mailto:caroline.duwaerts@ucsf.edu). Be sure to include the user name, PI name, date of submission and a speedchart number for billing, along with any special instructions.
3. **Transport specimens** to ZSFG, Building 40, Room 4102. Samples must be received by 3PM for same-day processing. All samples must be received at ZSFG by 5PM Monday-Friday unless special arrangements have been made with core staff.
4. **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.
5. **Paraffin blocks** should be clearly marked with your personal label. The core will add its own tracking number (if not already added).
6. **Submit a labeled slide box** for return of your finished products.
7. 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.