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) 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. 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.