

## Instructions For Submitting Samples

### Liver Tissue Analysis Core: Routine Histology & Immunohistochemistry

#### Instructions for preparing and submitting tissue specimens

#### 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 Fridays and are returned the following Friday or Tuesday.**
  - **All samples should be accompanied with a printed order sheet and a slide box.**
1. Please **contact the core personnel** ([nathaniel.davies@ucsf.edu](mailto:nathaniel.davies@ucsf.edu) and/ or [kevin.siao@ucsf.edu](mailto:kevin.siao@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 Tissue Analysis Core web portal, to submit with your specimens. This should be filled out electronically and emailed to the core. 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 1401, Maher Lab Bench. 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 dropoff/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 Friday. For example, samples received by 3PM on Monday go out on Tuesday and return on Friday.