

BC Children's Hospital Research Institute (BCCHR)

Histology Core Lab

Standard operating procedures for sample submission and pickup:

1. Fill out an electronic Work Order in [Histology Service Page](#) on Calpendo.
The Calpendo navigation tutorials are on the [Research Hub](#)
You will need to have an active account to submit your WO. If you need to create an account in Calpendo check information on the [Histology webpage](#) on Research Hub for additional steps.

Sample submission checklist:

2. Make sure that you list all Block IDs in the same format as written on the cassettes. Block Names in Work Order **should not exceed 22 characters in length (including space)**. If you need to have Slide Names present as well, please contact Histology staff for help.
3. Have each cassette numbered numerically from **1** to n, and include a **unique project identifier** on each cassette to distinguish your project from another.
Example: **1-16D KO col**, **2-16D WT col**, etc.
4. Use section "Instructions" in your Work Order for any specific instructions for your project requirements on processing, embedding, sectioning, and staining.
5. For non-standard processing requirements, specific embedding orientation, or any other special requests, please write down or illustrate all the details and check with a member of the histology lab staff that the requirements are understood.
6. If you are submitting a gel embedded tissue (ex. Organoids, islets, etc.), please check the section "Gel embedded tissue" in Calpendo.
7. If you are submitting islet grafts in mouse kidney, please check section "Islet Grafts" in Calpendo.
8. Label your container with you Work Order number.
9. Bring your fixed tissue in 70% ethanol (or 100% ethanol in case of Carnoy's fixation) to the Histology Lab 4°C refrigerator outside of Histology Lab and put on the corresponding tray.
The latest time for submitting tissue for processing is by **Thursday, 2:00pm**. Projects submitted later than that will be processed the following week.
10. You can always speak with a member of the histology lab staff when submitting your work order so that we can better understand how to best work with your tissues to suit your needs.

You are welcome to book a time with a Histology staff member if you want to be with them when they attend to your project for any specific instructions/steps.

Sample pickup checklist:

1. You will get an email notification when your slides/samples are ready for pickup. Please do not pick up anything until you receive the email.
2. When you get notified about your order completion, please pick up your slides and blocks from the shelf marked “ORDERS READY FOR PICK UP” above the benchtop at the histology lab.
3. Take away your container from the box by the door.

We are very excited to partner with you on your next histology project!

Thanks

Histology Staff

BCCHR Core Technologies and Services