



QA114: HISTOLOGY REQUEST FORM No. (HL~~YYYY-XXX~~)*

*** to be assigned by staff**

NB All fields MUST be completed BEFORE work can commence

HISTOLOGY USE ONLY	Date	Initials & Equip ID (where applicable)
Work Plan No.:		
Processed		
Sectioned (Thickness.....)		
Stained		
QC Final Check (GLP double check only)		
Blocks returned		
Rec. in good condition (GLP only)		

Date of Request:

Requested By:

EIT authoriser:

Principal Researcher:

Department & Address:

Contact Tel. No. / email address:



Please make sure that you have the required Licence (MFAA). Ethical approval or Genetic Manipulation approval to undertake this work. Please notify a member of staff if the work submitted fits into a regulatory study of any kind.

Please give instructions for request below, including any sample codes which should be transferred to the paraffin block. These **MUST** be legible and **NO MORE THAN 11 characters**. If necessary, continue on next sheet and print more if required.

Sample code	Species (if human please give details of LREC No.)	Request (incl. region of interest)

HISTOLOGY USE ONLY	Total	Comments
Request		
Blocks		
H+E staining		
Special stains		
Unstained sections		
Slide trays		
Other		



Information required for Immunodetection analyses:

(HLYYYY-XXX)* to be assigned by staff

Requested By: _____

Date of Request: _____

Antibody Storage (please circle) BOND 4°C BOND -20°C

Antibody Name _____

Antibody No. / Supplier _____

Antibody Species _____

Antibody Dilution _____

Tissue Species _____

Tissue _____

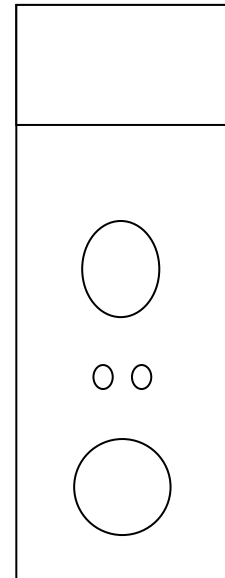
Positive control tissue included Y / N

Antibody previously used on BOND Y / N

Retrieval Y / N

I confirm there is enough antibody for this run
(150µl of antibody per slide) Y / N

Requestor comments



Sections should be positioned starting 2/3 of the way down slide.

Request	Total	Date	Sign	Charge
Slide trays				
Immunodetection				
Checked				
Received in good condition				N/A



HISTOLOGY REQUEST INSTRUCTIONS

1. When removing worksheet please sign this out in form adjacent to worksheets.
2. Complete request form and place with samples at drop off point in laboratory E1.27

Note: HL number will be assigned by Histology staff

Blank forms, plastic bags, cardboard slide boxes, antibody bags are all located at drop off point.

3. Place antibody for immunodetection into bag containing card.
4. Write storage temperature (4°C or -20°C) on outside of bag.
5. Store antibody in orange box in either fridge (FD01) or -20°C freezer (FZ01) located beside the Leica Microsystems BOND staining robots in laboratory E1.27 (or give to a member of Histology staff).

Please contact a member of staff should you have any questions when filling out this form.