Children's Research Institute

A member of Children's Hospital and Health System.

WORK REQUEST FORM

CRI Histology Research Core Facility

4th Floor CRI Building
Lab Room # C4305, C4310, C4235
Phone: 414-955-8624
www.chw.org/histology

Dr. Paula North, Director: 414-266-2255
Email: pnorth@mcw.edu

Christine Duris, Lab Coordinator: 414-955-8624
Email: cnaughto@mcw.edu

Specimen Drop off times: Monday-Friday: 8:00am-3:30pm

This form should be filled out prior to dropping off specimens. Please make sure your work request form and specimen container have proper identifying information on them. If you have questions please contact: Dr. Paula North

BASIC INFORMATION:

CRI Project Funding: No ☐ Yes ☐ If yes, Please list CRI Project Number:_____
(If CRI funded, must have additional paperwork and signatures filled out prior to project start)

Investigator
Name: _____
Phone: _____ Email:_____

Other Contact Information
Name: _____
Phone: _____ Email:_____

NIH or Other Grant Project Title:_____
NIH or Other Grant Number:_____

Specimens drop off Date:_____

SPECIMEN INFORMATION:

Nature of material submitted: Is work requested for research purposes? Yes ☐ No ☐

Animal tissue: ☐ Animal Type:_____Tissue type (lung, kidney, etc):_____
Human tissue: ☐ Tissue type (lung, kidney, etc):_____

Handled by outside lab: Fresh ☐ 10% Neutral Buffered Formalin☐ Zinc Formalin ☐ Carnoy's ☐
Time in fixative:_____ Date put into fixative:_____

Sample IDs: _____
_____
_____

WORK REQUESTED:

Grossing: Yes ☐ No ☐ How many tissues/cassettes:_____
Special Instructions:_____

Routine Processing: Yes ☐ No ☐ How many tissues/cassettes:_____
Special Processing: _____

Routine Embedding: Yes ☐ No ☐ How many cassettes:_____
Special Embedding: _____

Cutting: Yes ☐ No ☐ How many cassettes/blocks to be cut?:_____
Section thickness: 4 microns (routine) ☐ Other ☐ If other, please state:_____
Hematoxylin and Eosin Stain: Yes ☐ No ☐
How many slides per block:_____
Do you want levels or serial sections: Yes ☐ No ☐ If yes explain:_____
Do you want multiple samples on one slide? If yes explain:_____
Number of tissue sections on each slide(our routine is 2 unless too large):_____

Number of Unstained slides (add slides for special stains): Yes ☐ No ☐
How many slides per block:_____
Do you want levels or serial sections: Yes ☐ No ☐ If yes explain:_____
Do you want multiple samples on one slide? If yes explain:_____
Number of tissue sections on each slide (our routine is 2 unless too large):_____

Special Cutting Instructions: _____
_____
_____

SPECIAL STAINING:

NOTE: Currently we only have the **highlighted bolded stains** available. If you would like other stains please make arrangements well in advance of need.

Category I Special Stains: (**PAS, Acid Fast Bacilli {AFB}, Oil Red O, Prussian Blue Iron, Wright's Stain, Giemsa Stain, Toluidene Blue,** Von Kossa, Congo Red, Mucicarmine, Cresyl Violet, etc.)

Category II Special Stains: (**Masson's Trichrome, McLetchie's Trichrome, Movat's Pentachrome, Gram**, Elastic, Alcian Blue pH 2.5, Colloidal Iron, etc.)

Category III Special Stains: (GMS, Reticulin, Jones, Bielchowshy, Fontana Masson, unusual or difficult stains not mentioned, etc.)

Special stain ordered:_____

Number of slides to be stained per block for this stain (If slides need to be cut for special stains: PLEASE MAKE SURE TO order the number of unstained slides needed for your special stains under "CUTTING (unstained slides) section above):_____

Special Instructions:_____
_____
_____

FROZEN SECTIONING

Frozen Sections: Yes ☐ No ☐ Core Embed: Yes ☐ No ☐
How many blocks:_____

How many slides per block:_____
Of those slides: how many H&E/block:_____
how many Unstained/block:_____
how many sections per slide (routine: 2/slide:_____

Special Instructions:_____
_____
_____

IMMUNOHISTOCHEMISTRY

Immunohistochemistry/Antibody provided by Investigator: Yes ☐ No ☐

What tissue (kidney, spleen, etc.) and animal are we staining? _____
Which antibodies are we working with?_____
How many slides/antibody(if you have many antibodies for different slides please indicate on a separate sheet which antibodies you want on each slide):_____
Additional materials provided by Investigator:_____
Special Instructions:_____

Immunohistochemistry/Core provided Antibody and materials included: Yes ☐ No ☐

What tissue (kidney, spleen, etc.) and animal are we staining?_____
Which Antibodies are we working with?_____
How many slides/antibody (If slides are needed please add to total number of unstained slides under Cutting: unstained slides):_____
Additional materials provided by investigator:_____
Special Instructions:_____

HISTOLOGY CONSULTATIONS:

(Routine Histology, Frozen Section, Immunohistochemistry, In Situ Hybridization):

Consultation/Training with Histotechnologist
Date and time requested:_____
Purpose of Consultation:_____
Time used for training or consultation:_____

CUSTOM ORDERS (with Dr. North and/or Christine Duris's approval):_____
_____
_____
_____
_____

LAB USE ONLY

Services Provided	Details of Services	Price (per hour, slide or block)	Quantity	Total Invoiced
Instruction Fees				
	Develop/design new processing, embedding and staining	$25.00		$0.00
	Histology training/instruction	$25.00		$0.00
	Immunohistochemical staining instruction	$25.00		$0.00
			SUBTOTAL	$0.00
Processing, Embedding, & Cutting of Fixed Tissue Specimens				
	Grossing	$3.00		$0.00
	Embedding	$3.75		$0.00
	Process & Embed 1 block	$5.00		$0.00
	Cut 1st unstained slide	$4.75		$0.00
	Each additional unstained slide	$3.25		$0.00
	Each additional unstained slide (levels or serial)	$3.75		$0.00
	Two or more different samples on one slide	custom		$0.00
			SUBTOTAL	$0.00
Embedding, & Cutting of Frozen Tissue Specimens				
	OCT embed 1 block	$5.00		$0.00
	Cut 1st unstained slide	$12.00		$0.00
	Each additional unstained slide	$8.00		$0.00
			SUBTOTAL	$0.00
Staining				
Histochemical Staining				
	H&E	$5.25		$0.00
	Category I Special Stains	$9.00		$0.00
	Category II Special Stains	$15.00		$0.00
	Category III Special Stains	$22.00		$0.00
Immunohistochemical Staining				
	Stain 1 IHC slide (PI provides antibody)	$29.00		$0.00
	Stain 1 IHC slide (core provides antibody)	$34.00		$0.00
	Optimized Staining Only (3 slides, 3 trials)	$150.00		$0.00
			SUBTOTAL	$0.00
Customized Histology				
	Special adaptations to routine procedures	custom		$0.00
			SUBTOTAL	$0.00
Materials				
	Slide folders (cardboard)	$2.25		$0.00
	Slide boxes (hold 25 slides)	$2.50		$0.00
	Slide boxes (holds 50 slides)	$3.00		$0.00
	Slide boxes (hold 100 slides)	$3.25		$0.00
			SUBTOTAL	$0.00