



KGLMF

BIOSPECIMEN PREPARATION LABORATORY

TISSUE PROCESSING AND SECTIONING REQUEST

USER DETAILS

ALL USER AND ACCOUNT FIELDS ARE MANDATORY

Incomplete forms will delay processing

Name: _____

Mobile/Phone: _____

Email: _____

Supervisor: _____

☐ I am a UNSW Researcher / Student (please complete below)

UNSW zID: _____

Faculty/School: _____

Payment is by UNSW account. Please complete fund, dept id and project no. details below

Fund: _____ Dept ID: _____ Project No: _____

Account Owner Name: _____
(if different from Supervisor Name above)

☐ I am an External User (please complete below)

Organisation: _____

Department/Unit: _____

Address: _____

Payment is by tax invoice (we will issue a tax invoice for payment)

BSP USE ONLY

Date Accepted	Accepting Officer	Total No.# Samples	Total No.# Slides	Special Requirements	Date Completed	Completion Officer
Job number: BSP						

SAMPLE DETAILS – MUST COMPLETE

The KGLMF biospecimen preparation laboratory located in WW level 4, room 454 is a PC1 facility; only non-radioactive risk group 1 organisms (PC1) will be accepted for processing. All samples MUST NO LONGER BE VIABLE.

GMO, viable and PC2 classified samples can be only received in laboratory located in Lowy building, LG20. ★ Contact KGLMF staff for samples submission procedure.

PLEASE SPECIFY WHAT IS IN YOUR SAMPLE

Chemical Hazard

- ☐ Paraformaldehyde/Glutaraldehyde- specify concentration
- ☐ Ethanol - specify concentration
- ☐ PBS ★
- ☐ Other – specify and include concentration

Biological Hazard

Samples are fixed ☐ YES ☐ NO ★

- ☐ Animal – specify ☐ I declare having Animal Ethics protocol
- ☐ Human ☐ I declare having Human Ethics protocol/clearance to work with human samples
- ☐ Tissue ☐ Cells
- ☐ Non-GMO
- ☐ GMO ★ ☐ I declare having an Exempt dealing covering this sample
- ☐ I declare having a Notifiable Low Risk Dealings (NLRD) covering this sample

SAMPLE SUBMISSION

All samples must be labelled according to the UNSW standards:

sample ID

your name

phone number

date

hazards and GMO status

SAMPLES NOT LABELED ACCORDINGLY WILL NOT BE ACCEPTED INTO THE FACILITY

JOB DETAILS

1 - SAMPLE EMBEDDING (Paraffin only)

For each sample fill out the table on next page

Fixative used – specify:

Date and time sample was placed in fixative:

Date and time of transfer to **70% Ethanol**:

Number of samples to be embedded:

Embedding Instructions - use space below or table on next page to specify for each sample tissue orientation, tissue thickness, how many samples per cassette, etc):

(**ALWAYS** discuss with BSP staff before job submission and attach any additional information)

2 - PARAFFIN BLOCK SECTIONING AND STAINING

For H&E stained, unstained or special stains fill out the table on next page

Section Thickness: ☐ standard paraffin = 4um ☐ specify

Special Stains

Protocol Required:

Control Tissues (*to be supplied by researcher):

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I (**user**), have read and understood the above listed sample submission procedure, and agree to the prices listed on the reverse of this form for processing my samples.

Signature: Date:

List of samples (embedding or sectioning) – attach more pages if list longer. The **BLOCK ID** information will be used for labelling embedding cassettes and slides

ONLY 12 CHARACTERS allowed for Identifier on embedding cassettes and slides – any additional notes to be written in the description (description is not use for labeling, only for sample identification)

- In H&E and unstained/special fill out the number of slide required

	BLOCK ID	Description	Embedding instructions	# of sections per slide	H&E	unstained /special
	12_CHARACTER	Notes as required (example – organ, study, year, treatment etc)	Top-bottom, front to back Longitudinal, transverse			
EX	LvT_36_DMS1M	Liver Tumor Mouse 36 treatment DMSO 1M	2 lobes per block, transverse	1	1	2 / 1 PicroRed
EX	22MB_25_12.5	2022_Muscle Biopsy Mouse 25 treatment 12.5mg/ml	2 muscle bundles per block, longitudinal	2	1	2 / 1 MasTrichrome
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

	BLOCK ID	Description	Embedding instructions	# of sections per slide	# of H&E slides	# of unstained slides
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						

	BLOCK ID	Description	Embedding instructions	# of sections per slide	# of H&E slides	# of unstained slides
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
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set	Protocol	Price (Ex GST) (UNSW User/Partner)	Price (Ex GST) (External User)	Job
Embedding	Paraffin Embedding	\$5.00	\$9.00	Per Block
	Paraffin Slide Sealing	\$1.00	\$2.00	Per Slide
Sectioning	Paraffin Sectioning	\$5.00 \$2.00	\$9.00 \$4.00	For first section from each block For subsequent section from same block
	Cryosectioning	\$5.00 \$2.00	\$9.00 \$4.00	For first section from each block For subsequent section from same block
	Microtome DIY [^]	\$20.00	\$36.00	Per Hour (1 hour training required for new users)
	Vibratome DIY [^]	\$20.00	\$36.00	Per Hour (1 hour training required for new users)
	Cryomicrotome DIY [^]	\$25.00	\$45.00	Per Hour (1 hour training required for new users)
	Microtomy Subscription DIY [^] (Yearly)	\$400.00	N/A	For usage ≥ 20 hours within the calendar year (1st Jan – 31st Dec)
Staining	H&E Staining	\$5.00 \$2.00	\$9.00 \$4.00	For first slide of each stain For subsequent slides from same stain
	Special Stains	TBD	TBD	Pricing depends on protocol

[^] DIY – Do It Yourself (self service)