

# HISTOLOGY LAB SERVICES: GUIDELINES



If requesting the services of the Histology Lab, please note the following guidelines BEFORE submitting a *Histology Lab Services - Request Form*:

1. A histology lab services request form must be completed before any work is completed. *(NOTE: Consult with Histologist for details, if needed)*
2. A signed indent with valid speed code must be provided BEFORE any histology services are rendered. *(Download indent form from website)*
3. Samples must be submitted by the agreed upon submission date to ensure completion deadline is adhered to. If submitting after submission date, your project may go into queue, thus delaying deadline.
4. Do not fix frozen samples. *(NOTE: Consult with Histologist for details, if needed)*
5. Use of all equipment in the Histology lab is RESTRICTED to Histologist only. No users are permitted to use equipment in Histology Lab.
6. For IHC/IF with existing protocols, users must provide positive control slides. *For new antibodies, please contact Histologist for protocol optimization.*
7. You will be contacted when your slides and blocks have been completed. A signed indent with valid speed code must be provided before completed orders can be picked up. *(Note: Slides and blocks will not be released until a signed indent form is received)*
8. Any and all discrepancies with missing slides and/or blocks, or repeats of staining must be discussed with Histologist.
9. Charges apply for all work completed by Histologist as per the fee on request form, regardless of experimental outcome.

**CONTACT INFORMATION:**

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