



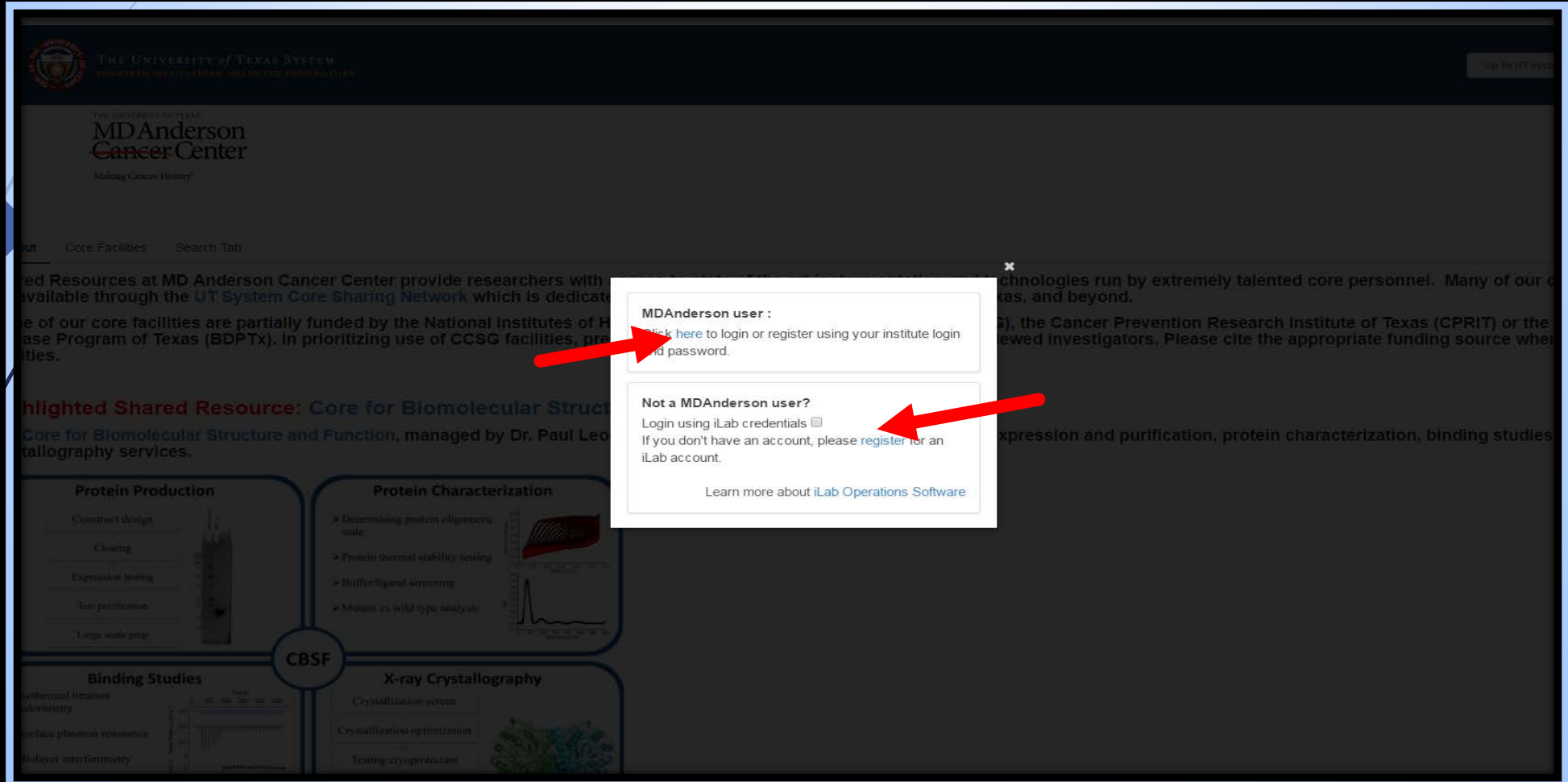
Instructions for ilab use

1) Log in to the ilabs Systems using the following link :

<https://mdanderson.ilabsolutions.com/account/login/>

A) If you are a registered user login using your MD Anderson user name and password.

If you not a registered user, click "register"



B) If you are not registered in ilab system fill out all the fields and “continue”

← → ↻ Secure | <https://mdanderson.ilabsolutions.com/account/signup/1492>

THE UNIVERSITY OF TEXAS
MDAnderson
Cancer Center
Making Cancer History®

Already have an account? [Click here to login](#) English ▼

Personal Information > Institution Role > Manager Contact > Billing Address > Complete Registration

[Help me register](#) [What is iLab?](#) [Other Facilities](#)

You are requesting access to the MD Anderson Cancer Center's service centers.


Email address: * *

Phone number: *

First name: * *

Last name: * *

I am affiliated with the following institution: *

☐ I'm not a robot  reCAPTCHA
[Privacy](#) [Terms](#)

[Continue](#)

Please email ilab-support@agilent.com if you are experiencing problems with registering for an account.

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C) Search for MDACC Research Histology Core Laboratory and click on it

Search for cores

▼ Cores at MD Anderson Cancer Center

Core Name	Primary Contact	Email	Phone Number/Ext
MDACC Bionutrition Research Core	Christine Ranieri, MS, RD, LD	brc@mdanderson.org	713-794-1295
MDACC Biospecimen Extraction Facility	Jian Gu, Ph.D.	jiangu@mdanderson.org	713-792-8016
MDACC Bone Histomorphometry Core Laboratory	Michael Starbuck	mwstarbu@mdanderson.org	713-563-1212
MDACC Characterized Cell Line Core Facility	Xuesong Li	CCSGCCLC@mdanderson.org	713-792-6833
MDACC Chemical Imaging Research Core	Dodge Baluya	DLBaluya@mdanderson.org	713-794-1661
MDACC Core for Biomolecular Structure and Function (CBSF)	Paul Leonard	PLeonard1@mdanderson.org	832-750-1516
MDACC DNA Methylation Core	Marcos Estecio	mestecio@mdanderson.org	713-792-9108
MDACC Gene Editing/Cellular Model Core Facility	Dr. Junjie Chen	jchen8@mdanderson.org	713-792-4863
MDACC Genetically Engineered Mouse Facility (GEMF)	Jan Parker-Thornburg, Ph.D.	jpthorn@mdanderson.org	713-745-2654, 713-745-1419 (lab)
MDACC High Resolution Electron Microscopy Facility (HREMf)	Robert R. Langley, Ph.D.	rlangley@mdanderson.org	713-792-9142, 713-792-8747 (fax)
MDACC Laboratory Animal Genetic Services	Fernando Benavides, DVM, PhD, DACLAM	fbenavid@mdanderson.org	512-237-9343
MDACC Molecular Cytogenetics Core Facility	Asha S. Multani Ph.D.	amultani@mdanderson.org	713-563-1892
MDACC Monoclonal Antibody Core Facility	Laura Bover	lbover@mdanderson.org	713-563-3301 or 713-563-2281
MDACC NORTH Campus Flow Cytometry and Cellular Imaging Core Facility	Joan Hoover-Zuniga	jezuniga@mdanderson.org	713-745-1749
MDACC Nuclear Magnetic Resonance Facility	John S. McMurray, Ph.D	jmcmurra@mdanderson.org	713-745-3763
MDACC Pharmaceutical Chemistry Facility	Barbara Czako Ph.D	BCzako@MDAnderson.org	713-745-2050
MDACC PROSPR	Susan K. Peterson, PhD, MPH	speterso@mdanderson.org	713-792-8267
MDACC Protein Array & Analysis Core (PAAC)	Cari Sagum	casagum@mdanderson.org	512-237-9328
MDACC Proteomics and Metabolomics	David Hawke, Ph.D	dhawke@mdanderson.org	713-834-6096
MDACC Research Histology Core Laboratory	Jacqueline Furr	jfurr@mdanderson.org	713-792-3119, 713-563-0544 (fax)
MDACC RPPA-Functional Proteomics	Keri Sherman	ccsgrppa@mdanderson.org	713-792-5743
MDACC Science Park Flow Cytometry and Cell Imaging Core	Pamela Whitney - Lab	pjwhitney@mdanderson.org	512-237-9427
MDACC Science Park Molecular Biology Core	Jianjun Shen, Ph.D.	jianshen@mdanderson.org	512-237-9558
MDACC Science Park NGS	Jianjun Shen, Ph.D	jianshen@mdanderson.org	512-237-9558
MDACC Science Park Research Histology, Pathology, & Imaging Core	Manu Sebastian, DVM, PhD, DACVP, DABT, DECLAM	mmsebastian@mdanderson.org	512-237-9347
MDACC Sequencing and Microarray Facility (SMF)	Erika Thompson, M.S.	ejthomps@mdanderson.org	713-834-6381
MDACC Sequencing and ncRNA Program	Chang-gong Liu, Ph.D.	cgliu@mdanderson.org	713-792-2287
MDACC shRNA and ORFeome Core	Dr. Sun, Yutong	ysun2@mdanderson.org	(713) 792-3677
MDACC siRNA Core Facility	Geoffrey Bartholomeusz	gbarthol@mdanderson.org	713-792-4158
MDACC Small Animal Imaging Facility	Charles Kingsley	charles.kingsley@mdanderson.org	(713) 563-6709

2) Click on Request service tab, that is appropriate to you

A) Archival Block Requests Initiate Request- if you are requesting archival blocks through Research Histology Core Laboratory

Or

B) Research Histology Project Requests Initiate Request-if you are dropping off tissue (paraffin/frozen/fresh/slides) .

The screenshot displays the MDACC Research Histology Core Laboratory website. The header includes the MD Anderson Cancer Center logo and a navigation bar with tabs: About Our Core, Request Services, View All Requests, People, Reporting, Billing, and Administration. A red arrow points to the 'Request Services' tab. The left sidebar contains links for home, communications, core facilities, reporting, and manage groups. The main content area is titled 'MDACC Research Histology Core Laboratory' and features a 'Project Requests' section with a list of services and an 'Initiate request' button. Below this is the 'Archival Block Requests' section, also with an 'Initiate request' button. The 'Research Histology Project Request' section provides instructions and a list of steps to follow, with another 'Initiate request' button. Red arrows point to these 'Initiate request' buttons. The footer includes a 'Services & Price List' link and additional utility buttons like 'Sort manually' and 'Add a Service Template'.

C) Archival Block Request Form:

Enter the first and last name of the requester and then click on the "Proceed"

ALERT
In Observance of U.S. holiday, Memorial Day, Agilent CrossLab, iLab Operations Software will be closed during U.S. hours and have support during EU and APAC hours on Monday May 29th, 2017. We will resume U.S. support hours on Tuesday May 30th, 2017. For urgent matters, please add "Urgent" to the ticket subject and we will prioritize those requests first. Thank you,

Agilent CrossLab

home
communications (3508)
core facilities
MDACC Research Histology Core Laboratory
list all cores
invoices
reporting
manage groups
my tabs
my core
people search

MDACC Research Histology Core Laboratory

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About Our Core | Request Services | View All Requests | People | Reporting | Billing | Administration

Archival Block Requests

person search within: ☒ current customers ☐ this institution ☐ all

Manuja Wijeratne Research Histology (MDA) Lab MTWijeratne@mdanderson.org 7137923119

Proceed

Cancel

Fill Out all mandatory fields on the Archival Block Request Form .

Labels

1) Forms and Request Details

(see bottom of list to add items to this request)

View Form: Archival Block Requests Form

Visible Not Started

Requesting Archival Blocks through Research Histology Core Laboratory

Save Progress

File Room Request Form

Date of RequestMay 30, 2017 09:26

Date NeededJun 02, 2017 09:26

★ Protocol #2017-0569

Name of PIDr. Ignacio Wistuba

★ Resource One Chartfield String600111-90-100300-55-000022

Requestor (Deliver to)Jacqueline Furr/Research Histology Core Laboratory

★ Name of Pathologist on ProtocolDr. Fei Yang

RequestorShani Wijeratne

DepartmentRHCL

Extension/Fax713-792-3119

Please select from the following☐ Blocks

Please complete the grid below. You can enter text directly into the grid, copy and paste values into the grid or use the file upload options. If you choose to upload a file, please do not alter the format of the file template provided or your upload will fail.

	Accession Number Ascending	Status (file room/warehouse use only)	Accession Number Ascending	Status (file room/warehouse use only)
1	S-17-011222	15 Unstained Plus Slides at 4 um		
2	S-17-022111	10 Unstained Non-Plus Slides at 4 um		
3				
4				
5				

Once form is completed click on "Submit" tab. Computer will automatically assign an order number.

[upload or download data to the grid from excel](#)

Date Completed

Completed By

Signature for Pick-up

Please save your form!

save completed form

save draft of form

lock and save form

add service

add charge

add form

add milestone

change order

Build a quote, or add components to a new or running request using the 'add' links above.

Click the 'add' link (above) to add additional services

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

Add value or percent buffer:

as percentage

amount: 100

%

Quote (total predicted cost):

\$0.00

(automatic total of any services, charges or buffer added to this request)

3) Payment Information

You may supply the Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source (optional)
Please enter the Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source

%

Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source

You do not have access to any Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Sources.
To resolve this problem, please contact the PI or financial manager of your lab.

1

100.0

%

total allocated

100.0%

total allocated

split charge

600111-90-100300-55-00002222

Skip approval?

submit request to researcher

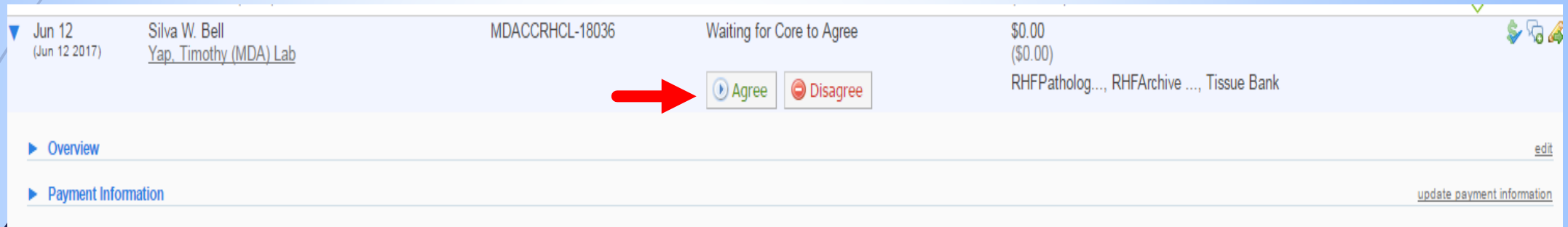
save draft request

Cancel

What happens after you submit a request:

- Your Archival Block Request will have an request ID starting with "MDACCRHCL".
Ex: MDACCRHCL-12345
You will see "Waiting for Core to Agree" as the request status.
- This request will be seen by Path File Room(PFR), and will inform Research Histology Core Lab(RHCL) if the block is available.
- If the block is in Tissue Qualification lab (TQL), RHCL will download the Patient consent form from EPIC before collecting the block.
- If patient consent form is not available in EPIC, RHCL will request it from the requester.

- RHCL will collect the blocks from PFR/TQL, “agree”, add “1st check” milestone, add charges, and check the finances are approved before sectioning the blocks.



The screenshot shows a web interface with a header bar and a main content area. The header bar contains the following information: a date 'Jun 12 (Jun 12 2017)', a name 'Silva W. Bell', a lab name 'Yap, Timothy (MDA) Lab', a request ID 'MDACCRHCL-18036', a status 'Waiting for Core to Agree', a cost '\$0.00 (\$0.00)', and a list of resources 'RHFPatholog..., RHFArchive ..., Tissue Bank'. Below the header bar, there are two buttons: 'Agree' (with a green arrow icon) and 'Disagree' (with a red minus icon). A red arrow points to the 'Agree' button. Below the buttons, there are two links: 'Overview' and 'Payment Information'. The 'Payment Information' link has a sub-link 'update payment information'.

Date	Name	Lab	Request ID	Status	Cost	Resources
Jun 12 (Jun 12 2017)	Silva W. Bell	Yap, Timothy (MDA) Lab	MDACCRHCL-18036	Waiting for Core to Agree	\$0.00 (\$0.00)	RHFPatholog..., RHFArchive ..., Tissue Bank

[Agree](#) [Disagree](#)

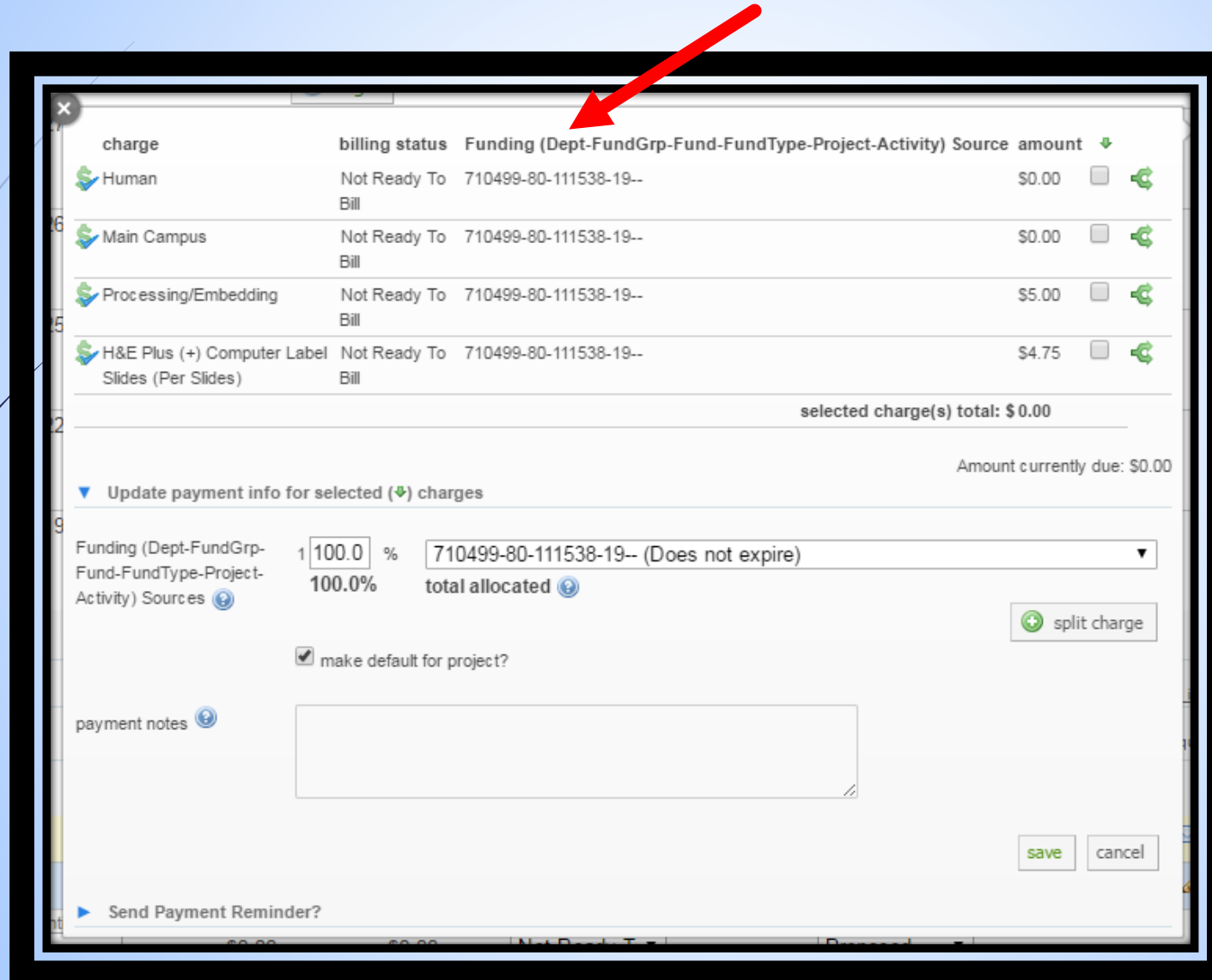
[Overview](#) [Payment Information](#) [update payment information](#)

- Once you agree to projected cost you will see the status as “Researcher in agreement”

- If finances are approved, RHCL will complete the services selected by the requester(may take 1 to 9+ days unless it is a "RUSH" order. Most of the rush orders will be completed within 2-7 days, depending on the size of the order).
- RHCL will add "2nd and 3rd check" milestones before they hit "complete".
- System will send an email notification to the requester to pick up the completed order. Now you will see the status "Completed"
- If finances are not approved , RHCL will inform the requester get financial approval by contacting their financial Manager.

D)Research Histology Project Request Form

Please chose your Principal Investigator(PI) and Fung group



charge	billing status	Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source	amount	
Human	Not Ready To Bill	710499-80-111538-19--	\$0.00	<input type="checkbox"/>
Main Campus	Not Ready To Bill	710499-80-111538-19--	\$0.00	<input type="checkbox"/>
Processing/Embedding	Not Ready To Bill	710499-80-111538-19--	\$5.00	<input type="checkbox"/>
H&E Plus (+) Computer Label Slides (Per Slides)	Not Ready To Bill	710499-80-111538-19--	\$4.75	<input type="checkbox"/>

selected charge(s) total: \$ 0.00

Amount currently due: \$0.00

▼ Update payment info for selected (▼) charges

Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Sources 100.0 % 710499-80-111538-19-- (Does not expire) total allocated 100.0%

☒ make default for project?

payment notes

split charge

save cancel

Send Payment Reminder?

Enter the first and last name of the requester and then click on the “Proceed”

Agilent
CrossLab

home

communications
(3508)

core facilities

MDACC Research
Histology Core
Laboratory

list all cores

invoices

reporting

manage groups

my labs

my core

people search

MDACC Research Histology Core Laboratory

THE UNIVERSITY OF TEXAS
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About Our Core

Request Services

View All Requests

People

Reporting

Billing

Administration

system upgrades (May 2017) | HELP | my profile | logout Manuja Wijeratne

Search cores and services... Go!

Research Histology Project Request

person

search within: ☒ current customers ☐ this institution ☐ all

Manuja Wijeratne Research Histology (MDA) Lab MTWijeratne@mdanderson.org 7137923119

Proceed

Cancel

Fill Out the Research Histology Project Log Sheet

[home](#)
communications
(3508)

[core facilities](#)
MDACC Research
Histology Core
Laboratory
list all cores
invoices

[reporting](#)

[manage groups](#)
my labs
my core
people search

MDACC Research Histology Core Laboratory

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Cancer Center
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[About Our Core](#)[Request Services](#)[View All Requests](#)[People](#)[Reporting](#)[Billing](#)[Administration](#)

Research Histology Project Request

Request Name:
Customer: Manuja Wijeratne Lab: Research Histology (MDA) Lab
Email: MTWijeratne@mdanderson.org Phone: 7137923119

Labels

1) Forms and Request Details

(see bottom of list to add items to this request)

[View Form](#) *New Research Histology Request Form Visible Not Started [Save Progress](#)

Please complete this form then submit request to core.

★ Are you a new user?:

Instructions: Please select services you need for this project, if appropriate. Otherwise, the core will provide an estimate after form is completed and request is submitted.

▼ Log Sheet

Please complete the grid below. You can enter text directly into the grid, copy and paste values into the grid or use the file upload options. If you choose to upload a file, please do not alter the format of the file template provided or your upload will fail.

	Sample ID	Sample Description	Sample Quantity	Special Instructions
1	XX25613	YYYY	1	P&E, 1 H&E, 10 US plus slides @ 4 um
2				
3				
4				
5				
6				
7				
8				
9				
10				

► upload or download data to the grid from excel
Please upload log sheet here as an alternative to using the grid. [please upload](#)

Add which category of service you need in the box provided. Then click "Add Service"



The screenshot shows a web form for selecting services. It includes sections for specimen quantity, tissue type, location, and service categories. Red arrows highlight specific input fields and buttons: the 'Specimen Quantity' field, the 'Animal' option under 'Tissue Type', the 'Add selected services' button for tissue type, the 'Faculty' option under 'Please select your location', and the 'Add selected services' button for location. The 'Please choose which categories of services you need' section has checkboxes for various services, with 'Processing' and 'Sectioning' selected.

Specimen Quantity:

Service:

★ Tissue Type (Please insert a quantity, then click Add selected services):

Animal

Human

★ Please select your location by entering the number 1, then click Add selected Services (Please note you will not be billed for this service)

BSRB

Clinical Research Building

Faculty

LSP

Main Campus

Mays

Mid-Campus

Naomi

Other location

Pickens

SCRIB 1

SCRIB 2

SCRIB 3

SCRIB 4

SRB

Tan Zone/CRB

CPB/Duncan

Zayed

★ Please choose which categories of services you need:

☒ Processing

☒ Sectioning

☐ Staining

☐ Special Stains

☐ Frozen

☐ Image Analysis

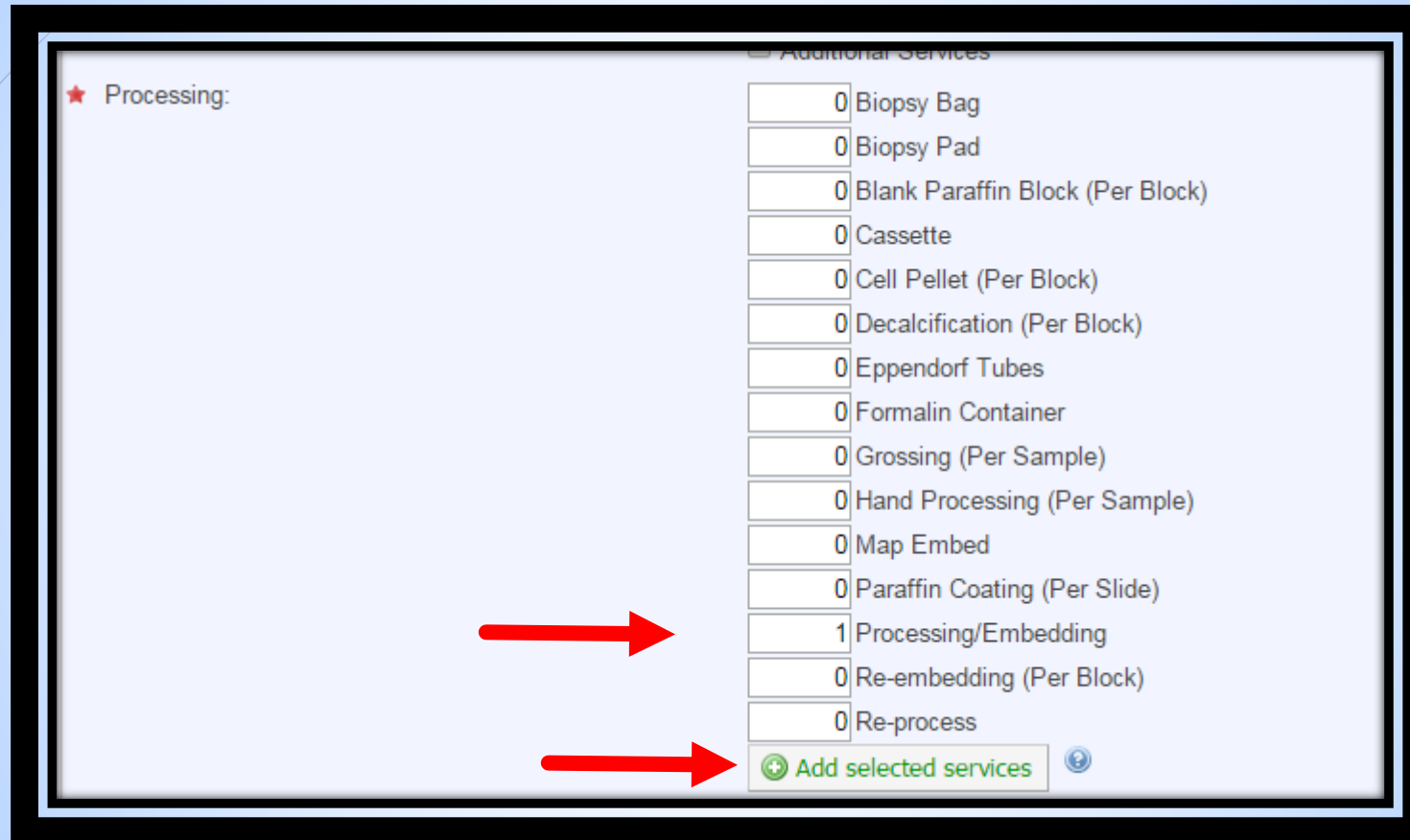
☐ IHC

☐ TMA

☐ Pathologist's Services

☐ Additional Services


Cont... add services needed and click " Add selected Services"



★ Processing:

Additional Services

<input type="text" value="0"/>	Biopsy Bag
<input type="text" value="0"/>	Biopsy Pad
<input type="text" value="0"/>	Blank Paraffin Block (Per Block)
<input type="text" value="0"/>	Cassette
<input type="text" value="0"/>	Cell Pellet (Per Block)
<input type="text" value="0"/>	Decalcification (Per Block)
<input type="text" value="0"/>	Eppendorf Tubes
<input type="text" value="0"/>	Formalin Container
<input type="text" value="0"/>	Grossing (Per Sample)
<input type="text" value="0"/>	Hand Processing (Per Sample)
<input type="text" value="0"/>	Map Embed
<input type="text" value="0"/>	Paraffin Coating (Per Slide)
<input type="text" value="1"/>	Processing/Embedding
<input type="text" value="0"/>	Re-embedding (Per Block)
<input type="text" value="0"/>	Re-process



Once all services are added " save completed form".

★ Sectioning:

<input type="text" value="0"/>	Bone Section (Per Block)
<input type="text" value="0"/>	H&E Plus (+) Computer Label Slides (Per Slides)
<input type="text" value="1"/>	H&E Regular Computer Label Slides (Per Slide)
<input type="text" value="0"/>	Lg. Block File BX
<input type="text" value="0"/>	MAP - Section (Per Section)
<input type="text" value="0"/>	Mapping - Simple (Per Section)
<input type="text" value="0"/>	Microdissection/Slides Provided
<input type="text" value="0"/>	Micron Intervals
<input type="text" value="0"/>	Micron Intervals - H&E (Per Slide)
<input type="text" value="0"/>	Micron Intervals - Unstained (Per Slide)
<input type="text" value="0"/>	Paraffin Coating (Per Slide)
<input type="text" value="0"/>	Paraffin Shavings
<input type="text" value="0"/>	Pathologist Services-Sectioning (per case)
<input type="text" value="0"/>	Slides (+)
<input type="text" value="0"/>	Slides (-)
<input type="text" value="0"/>	Slide Box (Per Box)
<input type="text" value="0"/>	Slide Mailer
<input type="text" value="0"/>	Surface Decal (Per Block)
<input type="text" value="0"/>	Thick Sectioning (20 Microns & Up)
<input type="text" value="0"/>	Thick Sectioning (8-19 Microns) Slide/Shaving
<input type="text" value="0"/>	TMA - Serial Sections
<input type="text" value="0"/>	TMA - Unstained Section (Per Slide)
<input type="text" value="10"/>	Unstain Plus (+) Computer Label Slides (Per Slide)
<input type="text" value="0"/>	Unstain Regular Computer Label Slides (Per Slide)

Please save your form!

Sign Out By *description*: click to edit *note*: click to edit

Not Started

Add the Chartfill string(CFS). The computer will automatically assign you an order number .

Click the 'add' link (above) to add additional services

2) Cost

Please provide the customer with a final quote for this request. The quote will be based on the services and charges you have added above and any "buffer" you have added. The "buffer" amount is for services or charges that you have not yet defined but that you expect to arise during the course of the request.

Add value or percent buffer:

as percentage ▾ amount: 0 %

Quote (total predicted cost):

\$0.00 (automatic total of any services, charges or buffer added to this request)

3) Payment Information

You may supply the Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source (optional)
Please enter the Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source

%

Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Source

You do not have access to any Funding (Dept-FundGrp-Fund-FundType-Project-Activity) Sources.
To resolve this problem, please contact the PI or financial manager of your lab.

1 100.0 %

100.0% total allocated

split charge

000000-11-222222-33-44444444

Skip approval? ☐

submit request to researcher

save draft request

Cancel

What happens after you submit a request:

- Your Research Histology Project Requests will have a request ID starting with "MDACCRHCL".
Ex: MDACCRHCL-12345
- Once you agree to projected cost you will see the status as "Researcher in Agreement".
- RHCL will "agree" and will accept the tissue (paraffin/frozen/fresh/slides) once the financial charges have been approved, add "1st check" milestone and proceed per requester's instructions.

What happens after you submit a request:

- RHCL will add "2nd and 3rd check" milestones before they hit "complete". You will see the status "Processing".
- RHCL will complete the services selected by the requester(may take 1 to 9+ days unless it is a "RUSH" order. Most of the rush orders will be completed within 2-7 days, depending on the size of the order).
- System will send an email notification to the requester to pick up the completed order. You will see the status "Completed".