

## MEMORANDUM

**5 February 2020**

### **TO: ALL users of Research Histology Core Lab**

Effective immediately, in order to improve the Archival order process of delays, we require that all accession numbers submitted for blocks should include a letter designation and sectioning instructions upon submission. Failure to submit orders with the proper/required information and letter designation will automatically cancel the order. Without a letter designation the PFR retrieves all blocks under the accession number (which could be 1 to 500 blocks), and it is impossible to store all blocks in our lab.

Once an order is cancelled, you will be notified and given 24-48 hours to resubmit the order correctly with sectioning instructions. Here are examples of the format accession numbers and sectioning instructions should look like:

#### Examples:

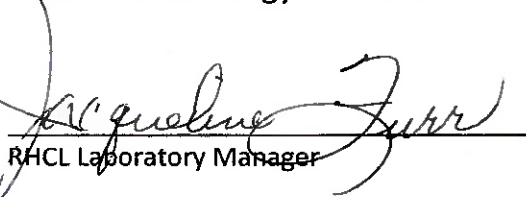
- please use this format for accession numbers: S20-123456 **A1**; S20-678910 **E2**
- Sectioning instructions: Please section 2 unstained slides @ 10 microns on (+) plus slides  
Please cut One (1) H&E on all blocks

We appreciate your consideration and cooperation in this matter.

Thank you,

Sincerely,

Research Histology Core Lab



RHCL Laboratory Manager