Tissue Qualification Laboratory User Guidelines:

1. Requesters must submit requests through the RHCL ilabs chargeback system using the Archival Block Retrieval Guidelines that can be found on our website.
   - Requests for clinical tissue specimens stored in the Tissue Qualification Laboratory (TQL) will be verified through the Power Path laboratory information system.
   - If it is in TQL and it is the clinical block and there are other tumor blocks, the requester will be asked to have his or her collaborating pathologist select from a list of alternative representative tumor blocks that may be available other than the clinical block requested.
   - If the requester does not have a pathologist collaborator, a research pathologist from RHCL will select the alternative tissue.

2. If the research TQL order has no other blocks available, the clinical block will be released only if all clinical molecular testing for biomarkers has been completed.
   - If testing is completed, the block will be requested from TQL for processing, upon retrieval of patient consent form from the EPIC.
   - If patient consent form is not available in EPIC, requesters will need to provide a patient consent form before we can proceed.

3. Once the block/blocks are retrieved it will be examined to determine if we will be able to meet the protocols sectioning needs.
   - It is important that requesters input their sectioning instructions into ILabs as soon as they submit their requests.
   - They can do this by leaving a comment on ILabs, or adding this information in the form where the accession numbers where listed.
   - If we can get the number of sections requester requested, sectioning will begin.
   - If tissue is not enough to get number of sections requested, the Research Histology Core Lab members will contact the requester to see if the number of sections possible will be enough for their protocol.
   - Once sectioning instructions are finalized tissue sectioning will begin.

It is imperative that requesters respond on time to any inquiries or requests! The Research Histology Core Laboratory will only store idle blocks for 5 business days. If inquiries are not responded to in a timely manner then the blocks retrieved will be returned and the requester will be charged a block retrieval fee. If there are unforeseen circumstances, hindering responses, then these must also be communicated in a timely manner.