

To submit samples to Tissue Technology Shared Resource (TTSR)-Histology Core for processing and sectioning, follow these steps.

1. Complete the **Online submission form here:**  
<https://medschool.ucsd.edu/research/moores/shared-resources/biorepository/Pages/Histology-and-Immunohistochemistry.aspx> and click on the "submit form" button. All highlighted boxes in red are mandatory fields. Don't forget to navigate the tabs if you are requesting different services.
2. Please upload the list with your samples ID to prevent delays and mislabeled samples.
3. Bring the samples to the lab after your form was submitted to:

- **5th floor Bay 5MM: Moores Cancer Center** or

- **Loading dock at Sanford Consortium of Regenerative Medicine.** Be aware this location will incur in delays on your sample's processing time. Students pick up from this location twice a week.

4. Complete a new request form online every time you bring new samples to the lab, even if it is more samples for the same project. Our lab tracks/bills submissions by the date they are received not by project.
5. If you have any changes after your submission, a new request form has to be submitted to reflect the changes. A follow up email communicating the changes should be send to the TTRS personnel at [histologycore@ucsd.edu](mailto:histologycore@ucsd.edu) . Changes must be in writing to ensure that you get the service you request

Please place tissues or cassettes in **leak-proof containers** and label containers with:

- **Your name/ PI last name**

- **Name of chemical** you are submitting your tissues in. This is important for the safety of our staff and for proper waste disposal

- Label all cassettes using a **#2 pencil or a solvent resistant marker.**

- Do NOT use a Sharpie marker or other lab markers that are not completely solvent resistant. **The TTSR is not responsible for labels lost in processing due to use of a marker that is not solvent resistant**

-Please acknowledge the use of the Shared Resource:

Tissue Technology Shared Resource is supported by a National Cancer Institute Cancer Center Support Grant (CCSG Grant P30CA23100). Any publications related to work done by this core should reference grant number P30CA23100 and must include a PMCID as required by the NIH. For complete instructions on how to acknowledge funding sources, please see <http://grants.nih.gov/grants/acknow.htm>. For more information on how to obtain a PMCID, please see [http://publicaccess.nih.gov/submit\\_process.htm](http://publicaccess.nih.gov/submit_process.htm).