

ROUTINE SPECIMEN SUBMISSION REQUIREMENTS

- ☐ Filled and **Printed 4-page Requisition Form** including the Billing Sheet (downloaded from NUCORE)
- ☐ Full Specimen List (maybe attached) as a separate printed document
- ☐ **Validated NUCORE Order Number:** The number is only valid if the user pressed **PURCHASE** during their NUCORE transaction. *Unvalidated orders which do not appear in NUCORE may not be processed or released.*
- ☐ Slide boxes if submitted must be labeled with the User and PI Names.
- ☐ Specimens submitted in tissue cassettes must only be labeled with PENCIL. Do not use INK PENS for labeling tissue cassettes. MHPL does not take responsibility for label erasures due to use of ink markers.
- ☐ **Submitted slides must be marked with either pencil or Histology-grade pen only (K2 PEN).** Do not use other INK PENS which are not histology-grade. MHPL will not be responsible for label erasures during slide staining.

WET/FIXED SAMPLES MUST BE TRANSPORTED AND SUBMITTED IN FLUID TIGHT CONTAINERS ONLY!

MHPL will not process specimens submitted in open or loose-lid containers (e.g., beakers, flasks, bottles wrapped with parafilm or clingfilm, or multi-well cell culture plates)

SUBMISSION OF HIGHLY PERISHABLE ITEMS, REAGENTS, AND SPECIAL ORDERS

Please book an appointment with MHPL staff to receive the following items:

- Frozen specimens or specimens for OCT embedding and/or sectioning
- Tissue clearing of whole-organs and tissues
- Organoids for whole-mount fluorescence stains
- Antibodies, FISH/RNAscope reagents, and other special reagents

MHPL personnel is limited and may not be available to take phone calls at certain times. E-mail us instead and we will try to address your questions as soon as we can.

✉ **MHPL@northwestern.edu**

📞 **(312)-503-2679 (Histology Services)**

📞 **(312)-503-2369 (Molecular Phenotyping Services)**