



# KGLMF

## BIOSPECIMEN PREPARATION LABORATORY CRYO SECTIONING REQUEST FORM

### USER DETAILS

**ALL USER AND ACCOUNT FIELDS ARE MANDATORY**

*Incomplete forms will delay processing*

Name: .....

Mobile/Phone: .....

Email: .....

Supervisor: .....

I am a UNSW Researcher / Student (please complete below)

UNSW zID: .....

Faculty/School: .....

Payment is by UNSW account. Please complete fund, dept id and project no. details below

Fund: ..... Dept ID: ..... Project No: .....

Account Owner Name: .....  
(if different from Supervisor Name above)

I am an External User (please complete below)

Organisation: .....

Department/Unit: .....

Address: .....

Payment is by tax invoice (we will issue a tax invoice for payment)

### BSP USE ONLY

Date Accepted	Accepting Officer	Total No.# Samples	Total No.# Slides	Special Requirements?	Date Completed	Completion Officer

Job number: BSP

## SAMPLE DETAILS – MUST COMPLETE

The KGLMF biospecimen preparation laboratory located in WW level 4, room 454 is a PC1 facility; only non-radioactive risk group 1 organisms (PC1) will be accepted for processing. All samples MUST NO LONGER BE VIABLE.

GMO, viable and PC2 classified samples can be only received in laboratory located in Lowy building, LG20. ★ Contact KGLMF staff for samples submission procedure.

### PLEASE SPECIFY WHAT IS IN YOUR SAMPLE

#### Chemical Hazard

- Paraformaldehyde/Glutaraldehyde- specify concentration .....
- Ethanol - specify concentration .....
- PBS ★
- Other – specify and include concentration .....

#### Biological Hazard

Samples are fixed  YES  NO ★

- Animal – specify .....  I declare having Animal Ethics protocol
- Human  I declare having Human Ethics protocol/clearance to work with human samples
  
- Tissue  Cells
- Non-GMO
- GMO ★  I declare having an Exempt dealing covering this sample
- I declare having a Notifiable Low Risk Dealings (NLRD) covering this sample

### SAMPLE SUBMISSION

All samples must be labelled according to the UNSW standards:

**sample ID**

**your name**

**phone number**

**date**

**hazards and GMO status**

**SAMPLES NOT LABELED ACCORDINGLY WILL NOT BE ACCEPTED INTO THE FACILITY**



# JOB DETAILS

## 1 – CRYO SECTIONING

For each sample fill out the table on next page

Fixative used – specify: .....

Length and temperature of chemical fixation: .....

Cryoprotectant – specify: .....

Final embedding medium (OCT etc): .....

Section Thickness:  standard = 5um  specify .....

## 2 - POST-FIXATION

Do sections require post fixation? NO YES (specify below)

Fixative and time: .....

## 3 - STAINING

For H&E stained, unstained or special stains fill out the table on next page

### Special Stains

Protocol Required: .....

Control Tissues (\*to be supplied by researcher): .....

I ..... (user), have read and understood the above listed sample submission procedure, and agree to the prices listed on the reverse of this form for processing my samples.

Signature: ..... Date: .....



List of samples (cryo sectioning) – attach more pages if list longer. The **BLOCK ID** information will be used for labelling slides

**ONLY 12 CHARACTERS** allowed for Identifier slides – any additional notes to be written in the description (description is not use for labeling, only for sample identification)

- In H&E and unstained/special fill out the number of slide required

	BLOCK ID	Description	# of sections per slide	H&E	unstained /special
	12_CHARACTER	Notes as required (example – organ, study, year, treatment etc)			
EX	LvT_36_DMS1M	Liver Tumor Mouse 36 treatment DMSO 1M	1	1	2 / 1 PicroRed
EX	22MB_25_12.5	2022_Muscle Biopsy Mouse 25 treatment 12.5mg/ml	2	1	2 / 1 MasTrichrome
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

	BLOCK ID	Description	# of sections per slide	# of H&E slides	# of unstained slides
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					

	BLOCK ID	Description	# of sections per slide	# of H&E slides	# of unstained slides
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					

set	Protocol	Price (Ex GST) (UNSW User/Partner)	Price (Ex GST) (External User)	Job
Embedding	Paraffin Embedding	\$5.00	\$9.00	Per Block
	Paraffin Slide Sealing	\$1.00	\$2.00	Per Slide
Sectioning	Paraffin Sectioning	\$5.00	\$9.00	For first section from each block
		\$2.00	\$4.00	For subsequent section from same block
	Cryosectioning	\$5.00	\$9.00	For first section from each block
		\$2.00	\$4.00	For subsequent section from same block
	Microtome DIY <sup>^</sup>	\$20.00	\$36.00	Per Hour (1 hour training required for new users)
	Vibratome DIY <sup>^</sup>	\$20.00	\$36.00	Per Hour (1 hour training required for new users)
	Cryomicrotome DIY <sup>^</sup>	\$25.00	\$45.00	Per Hour (1 hour training required for new users)
	Microtomy Subscription DIY <sup>^</sup> (Yearly)	\$400.00	N/A	For usage ≥ 20 hours within the calendar year (1st Jan – 31st Dec)
Staining	H&E Staining	\$5.00	\$9.00	For first slide of each stain
		\$2.00	\$4.00	For subsequent slides from same stain
	Special Stains	TBD	TBD	Pricing depends on protocol

<sup>^</sup> DIY – Do It Yourself (self service)