KGLMF

BIOSPECIMEN PREPARATION LABORATORY

IMMUNOLABELING OPTIMISATION 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. ★

Samples accepted for immunolabeling optimisation:

Paraffin and OCT blocks – submit separate job request for tissue processing and sectioning or cryo sectioning

Slides – paraffin or cryo sections

PROVIDE POSITIVE AND NEGATIVE CONTROLS

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 – please label slide box

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

How to prepare samples for immunolabeling

Paraffin sections:

1 – section samples at required thickness on microtome (recommended 4um)

2 – use good quality slides with special treatment process that electrostatically adheres tissue sections (Superfrost Plus or Superfrost Plus Gold slides)

3 – after microtomy leave slides to dry in standing/vertical position at room temperature over night

4 – bake for 2 hours (recommended to be completed at KGLMF, submit samples after step 3)

Cryo sections:

1 – section samples at required thickness on cryotome (recommended 5um)

2 – use good quality slides with special treatment process that electrostatically adheres tissue sections (Superfrost Plus or Superfrost Plus Gold slides)

3 – after microtomy store slide at -80C

REQUIRED Information on paraffin sections:

Fixative used – specify: ----------

Method of fixation: ☐ Immersion ☐ Perfusion

Length and temperature of fixation: ----------

Section Thickness: ☐ standard = 4um ☐ specify ----------

When was tissue sectioned (date): ----------

REQUIRED Information on Cryo sections:

Fixative used – specify: ----------

Method of fixation: ☐ Immersion ☐ Perfusion

Length and temperature of fixation: ----------

Cryoprotectant – specify: ----------

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

Section Thickness: ☐ standard = 5um ☐ specify ----------

UNSW SYDNEY

KGLMF
BIOSPECIMEN PREPARATION LABORATORY

JOB DETAILS

Immunostaining – please fill out and check all required fields below

☐ DAB ☐ Immunofluorescence (IF)

☐ Single labelling ☐ Multiple Labeling (specify on page 6)

Secondary labelling ☐ DAB - hematoxylin ☐ IF – DAPI

☐ other – specify _____

Tissue type (specify): _____

MUST fill out table on page 5 for antibody details (examples provided in red)

	Antibody 1*	**Antibody 2***	**Antibody 3***	**Antibody 4***	**Antibody 5***
Number of study slides					
Positive control slide **					
Negative control slide ***					

*Specify antibody details in table on page 5

**Specify and provide tissue for positive control

***Specify and provide tissue for negative control

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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: _____

Primary Antibody information for DAB and IF **- <u>If antibody dilution not known – use</u> NA**

#AB	Primary antibody	catalogue #	company	species	dilution	Antigen retrieving buffer
EX	Anti-beta Actin antibody	ab8227	Abcam	Rabbit polyclonal	1:200	pH 6
1						
2						
3						
4						
5						

Secondary Antibody information for IF

#AB	Secondary antibody	catalogue #	company	species	dilution	Fluorescent tag
EX	Goat Anti-Rabbit IgG H&L Alexa Fluor 488	Ab150077	Abcam	Goat polyclonal	1:200	488
1						
2						
3						
4						
5						

Antibody pairing for IF

#AB	Primary antibody	catalogue #	Secondary Ab	Catalogue	Fluorescent tag
EX	Anti-beta Actin antibody	Ab150077	Goat Anti-Rabbit IgG H&L Alexa Fluor 488	Ab150077	488
1					
2					
3					

Additional notes:

Charges for Histology and Microscopy Preparation (BSP)

BSP Grouping	Protocol	Price (Ex GST) (UNSW User/Partner)	Price (Ex GST) (External User)	Job
	Immunostaining - chromogenic DAB	$20.00	$36.00	Per one antibody on slide (does not include sectioning; primary antibodies to be provided by user) - additional primary antibody $20/$36 each
	Dual Immunostaining - chromogenic DAB and AP	$40.00	$72.00	Per two antibodies on slide (does not include sectioning; primary antibodies to be provided by user)
	Immunostaining - Fluorescence	$20.00	$36.00	Per one antibody on slide (does not include sectioning; primary and secondary antibodies to be provided by user) - additional primary antibody $20/$36 each

- **Immunostaining cost does not include sectioning**
- **Antibodies to be provided by researcher**
- **Each antibody labeling costs 20$, additional antibody labeling cost is 20$ per antibody**