[**GTRF-Services@Glasgow.ac.uk**](mailto:GTRF-Services@Glasgow.ac.uk)

**0141 356 9450/9437**

**GTRF Microtomy Request Form**

**Guidance**

* All requests should include name, date of request and contact email address
* Standard time frame for request is **2 weeks**
  + If sections are required in a strict timeframe or for processing on a specific date, please specify this.
  + Please make GTRF aware who will be processing slides and provide contact details if they differ from the requestor.
* Please include name in the filename when returning to GTRF.
* **Affiliation details**
  + Please complete relevant to your institution and funding body
  + Please include the address that slides need to be sent to
* **Tissue details**
  + **Biorepository Application number** – This **must** be provided for all sections to be cut from TMAs and from all full-face sections to be cut from GG&C diagnostic tissue.
  + Please provide evidence of ethical approval for sections to be taken from non-GG&C Archival samples
  + Please describe the downstream use of sections – whether to be used for IHC, DNA/RNA extraction or other platforms etc.
  + If you require multiple section types - a combination of blanks, omics and H&Es, please list the order in the description box in Section 5.
  + List of Available Controls held within GTRF can be obtained upon request
  + If requesting TMAs, please list the precise name of blocks required and the number of sections from each, in the segment provided at the bottom of the request.
  + If requesting full sections, please provide details of case and block IDs and number of sections required from each in the segment provided at the bottom of the request.
* **Sectioning details**
  + Complete all sections relevant to request – Blanks, curls and H&Es
  + For Blanks, if you require multiple sections to be placed on the one slide, please state this and list how you require slides to be grouped in the description area in section 5.
  + For Blanks, standard thickness is 4um for IHC. For TMAs, Standard thickness if 2.5μm.
  + For Blanks, TMAs and H&Es, standard baking protocol is 37°C overnight followed by 60°C for 1 hour.
  + Standard charged slides are used for manual IHC, *Leica Bond Plus* slides for Leica bond IHC & GeoMx/CosMx platforms (JSL) and *TOMO* slides for Ventana and Akoya platforms (JLQ).
* If multiple H&Es are required within a ribbon of serial sections, please list positions.
* Please sign and date the request when submitting. GTRF team member will then sign and return this to you with a projected cost.
* **\*Please Email** [**GTRF-Services@Glasgow.ac.uk**](mailto:GTRF-Services@Glasgow.ac.uk) **with any queries \***

1. **Contact Details (All requests)**

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Email Address** |  |
| **P.I.** |  |
| **Address**  **(For Invoicing Purposes)** |  |
| **Time frame for request** |  |
| **Name and email for team processing slides (if differs)** |  |

**2. Affiliation (All Requests)**

* **CRUK Scotland Centre Researchers – University of Glasgow**
* **CRUK Scotland Centre Researchers – Non-University of Glasgow**
* **University of Glasgow – Non CRUK Scotland Centre**
* **Non-University of Glasgow – Academic**
* **Non-University of Glasgow – Industry**

|  |  |
| --- | --- |
| **University of Glasgow Project Code** |  |

**3. All Requests - Tissue Details**

* **GTRF Controls**
* **TMA Sections**
* **NHS GG&C Diagnostic**
* **Non-GG&C Diagnostic**
* **Clinical Trial**
* **Animal Model**

|  |  |
| --- | --- |
| **Biorepository Application Number** |  |
| **Platform for use** |  |
| **Serial sections required?** |  |
| **Mutiple section types required?** |  |
| **Ethical approval?** |  |

**4a.** **Sections Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tissue requested** | **Number of sections** | **Number of sections per slide** | **Thickness (μm)** | **Bake temp (°C)** | **Type of Slide** | **H&E (Y/N)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Do requested H&E Slides need Scanned? – Yes  No

If so do you have an existing NZConnect Account? – Yes  No

**4b. Curls Details**

|  |  |  |
| --- | --- | --- |
| **Tissue requested** | **Number of sections per tube** | **Thickness (μm)** |
|  |  |  |
|  |  |  |
|  |  |  |

**5. All Requests - Additional Information**

|  |
| --- |
| **Details of Request** |
|  |

**6. Quotated amount and Signatures**

|  |  |
| --- | --- |
| **Quoted cost** |  |
| **Signed (requestor)** |  |
| **Date** |  |
| **Signed (GTRF)** |  |
| **Date** |  |