

# Requesting Archival Blocks through Research Histology Core Laboratory (RHCL)

## Initiating Request:

1. **RHCL can only request blocks.** On the form this option is already selected. Slides and reports cannot be requested through RHCL, we are only authorized to retrieve blocks.
2. The Pathology File Room Request form is for the sole use of the RHCL and should not be used for other purposes.

## Submitting the Request:

1. Open the excel form and complete the following information:
  - Date of Request
  - Fill in information for the 2<sup>nd</sup> Requestor- (Your name) & (Your extension)
  - Accession numbers for each requested blocks.
    - Place accession numbers in the accession numbers' column only. Accession numbers should be listed in ascending numerical order. Starting with the earliest year dating to the most recent year.
      - *Ex. SS01-12345 → SS10-12345*
    - Specify letter and/or number designation for each block
      - *Ex. SS09-012345 A1. (cases can contain hundreds of blocks) If we retrieve more than 20 blocks per case there will be a \$0.50 storage fee per block.*
    - There are 2 accession number columns on a form. Each form has enough space for 40 accession numbers. When requesting more than 40 accession numbers please use another form. **Only 1 form will be processed per request for archival tissue (only 1 form will be forwarded to the Pathology File Room at a time).**
    - RHCL is not authorized to pull **Cytology or Hematopathology** blocks (designated with 'C' prefix).
    - **Do not type** any information in the status column.
  - Enter the name of the PI and collaborating pathologist.
    - **Request cannot be processed without this information.**
  - Submit an active Resource One Chartfield String with request.
    - **Request cannot be processed without an active cost center number.**
2. Save and submit to the database.

## After Request has been Submitted:

- RHCL staff will forward your request to the Path File Room.
- The Path File Room fills the request or replies with the status of the block (NIF...etc).
  - Blocks are usually received within 5 business days, due to the staff shortage in the Path File Room.( if available )
- Email notification will be sent to you once blocks are received.
- **Once notified** please submit your request in the Histology Chargeback system. *Please do not submit an order in the Chargeback system before notified that your blocks are in the lab.*
- After you've created your order email [RHFarchiveblock@mdanderson.org](mailto:RHFarchiveblock@mdanderson.org) with the **order number**.
- You will receive an *electronically generated email* when the order is complete.
- Blocks are returned *5 business days after you receive retrieval notification.*
- A fixed retrieval fee of \$4.00 will be charged per accession number. In the event blocks are received and an order for the blocks is not submitted the \$4.00 fee still applies.

**\*\*\*Please note the Research Histology Core Laboratory is a research based laboratory only and not a CLIA certified laboratory for the purposes of patient diagnosis\*\*\***