

RHTIC Guidelines For Submitting Samples for Scanning and Image Analysis

1. All slides must have a coverslip that completely covers the sample.
2. Slides must be **completely dry** before submitting to the facility. If using an aqueous-based mounting media, seal the slides with nail polish.
3. All slides must be clean. Depending on the type of the mounting media used, use xylene, 70% ethanol, or commercial slides/objectives cleaning solution to remove mounting media residues, fingerprints and dust from the top and the bottom surfaces of the slides. If RHTIC staff has to spend time cleaning your slides, an additional tech time charge will be added to your order.
4. Try your best to avoid bubbles on the sample. Regions adjacent to bubbles are likely to be out of focus.
5. If preparing fluorescently labeled samples, avoid using mounting media with DAPI. Staining for DAPI separately before putting a coverslip on always produces better results. We recommend ProLong Diamond Antifade Mountant from Molecular Probes.
6. Broken slides can sometimes be manually scanned on the Aperio in brightfield, but cannot be scanned on the Vectra.
7. **All samples must be clearly labeled.** If labels are not easy to read you will be charged tech time to resolve sample identification issues.
8. Protected Health Information (clinical resection number, patient's name, ect) is **NOT allowed** on slide labels. If PHI is present on your slide label we will not scan it and until you re-label the slide. It is your responsibility to maintain the link between the re-labeled slides and the original labels. Labels must be thin and perfectly flat for scanning.