

RHTIC Guidelines For Submitting Samples for Paraffin Embedding

1. Label cassettes **in #2 pencil**. DO NOT label the lids of the cassettes as they will be removed during embedding. Avoid using simple numbers (1,2,3,..) as samples' IDs. RHTIC provides cassettes to its customers free of charge to ensure that the cassettes are compatible with the Core equipment.
2. Place tissue into cassettes and close cassettes securely. Please make sure the tissue is small enough to move within the cassette (no thicker than a nickel). If it is too large you might need to dissect it into smaller pieces for it to fix properly.
3. Tissue needs to be fixed immediately. Place cassettes into a container large enough to allow the cassettes to move around and fill it with 10% neutral buffered formalin (10%NBF). Please use at least 15-20 volumes of formalin for every volume of tissue.
4. Fix tissues at **room temperature** for 48hr.
5. After fixation, remove formalin, discard it according to your lab hazardous material waste removal policy, and add 70% ethanol to your samples.
6. Bring your samples to the Histology core in 70% ethanol in a **SEALED** container (**The core no longer accepts samples in inappropriate containers**). If you don't have an appropriate container, please contact the core staff, and we will try to help you find one. For very small samples (organoids, biopsies) use sponges to hold tissue in place inside the cassettes.
7. Please **make a typed list of all your samples** and bring it with you to the Histology lab.