

### **TPSR Sample Drop-Off and Pick-Up Procedures:**

We strongly suggest that our users set up a consultation meeting if you are a first-time client or before harvesting/sampling for a new project. We will review and discuss the sample collection and preparation procedures/protocols to ensure the best outcome for your precious samples. **This initial remote or in-person consultation is free of charge to our clients.**

**For routine requests submitted through iLab, such as fixed tissue samples for paraffin processing, embedding, sectioning, H&E staining, and Special Stain; paraffin blocks for sectioning and staining; paraffin slides for staining; whole slides scanning, etc., walk-in drop-off/pick-up are welcome during our work hours (Mon-Fri, 8:30 am to 4:30 pm).**

**For Training/Consultation Requests, Frozen Requests, and IHC/ISH Requests, please contact the Shared Resource (Tel: 215-503-3858/215-503-8826 or Email [natalie.dougherty@jefferson.edu](mailto:natalie.dougherty@jefferson.edu)) to schedule an appointment.**

#### **When dropping off:**

- **Please label the sample container(s)/package with the request ID and the client's name.**
- **Please print a hard copy of your request sheet and submit it with the other materials.**
- **Please talk to one of our staff when dropping off samples so we can check the samples and request details, safely store/secure the submitted materials, and verify and update your request status.**

**NEVER drop off samples without communicating with our staff. Un-notified materials might jeopardize the research request/project.**