

HISTOLOGY/IMMUNOPATHOLOGY MODULE POLICIES AND PROCEDURES

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USING THE HISTOLOGY/IMMUNOPATHOLOGY MODULE

Before any research project is initiated in the laboratory, the principal investigator (PI) must submit a brief description of the project, the individuals involved, and the goals of the project. It is the responsibility of the PI to plan the study and identify the type of use, as described below. If supervision or training is necessary, it is the responsibility of the PI to arrange for training of his/her personnel. It is the responsibility of each PI to ensure that his/her personnel conform to the policies and procedures of the Core facility to the satisfaction of the director and supervisor of the Core Histopathology Laboratory.

TYPES OF USE

- A. Regular user of Histopathology Laboratory
 - With/without supervision
 - With/without technical assistance
 - With/without collaboration

- B. Occasional user of Histopathology Laboratory
 - With/without supervision

 - With/without technical assistance
 - With/without collaboration

- C. Pilot project user of Histopathology Laboratory
 - With/without supervision
 - With/without technical assistance
 - With/without collaboration

USE AND MAINTENANCE OF EQUIPMENT

The tissue processing equipment in the Core facility is maintained on a service contract; however, routine maintenance will be required. All users will be expected to clean up after using the equipment and to help maintain the equipment. Sign-up sheets are provided to reserve equipment use.

PREPARATION OF HISTOLOGIC MATERIALS/GROSS PHOTOGRAPHY

A full-time, well-qualified histotechnologist is available for processing experimental tissue and for embedding tissue in paraffin. The tissue will be sectioned and stained for H&E and PAS. When routine H&E preparation is required, users are advised to contact the laboratory supervisor.

If additional special studies (e.g., special stains or special embedding procedures) are required, users are advised to see the laboratory director. It is important to discuss any special needs for tissue processing with the laboratory personnel to obtain optimal results.

In most instances, the tissue will be processed and sections will be returned to the PI within two weeks. Of course, the amount of time required will depend on the number of specimens submitted and the time of year (e.g., near ARVO or Academy abstract deadlines). During these periods, the PI is expected to contact the laboratory director.

A Tessovar gross photography camera is available in the Histopathology Laboratory. In order to minimize abuse to this equipment, all users are requested to see the laboratory supervisor before using the camera. A roll of film can be made available for research work, and this film can be processed through the Pathology Laboratory.

Those investigators who require guidance in evaluating the histopathology of their experimental work are encouraged to contact the laboratory director, who is generally available for such consultations on Monday afternoons.

A fee schedule for tissue processing designed for those investigators who are not NEI-funded follows. NEI-funded PIs will not be charged for the sectioning and staining of the tissue.

Histopathology Fee Schedule for Work Not Supported by NEI Grants (effective April 1, 2002)

Sectioning

Unstained section from paraffin block (first)	\$5.00
Unstained section from paraffin block (subsequent)	\$2.00/slide
Serial paraffin sectioning	\$5.00/slide
Fresh, frozen sections (first)	\$10.00
Fresh, frozen (subsequent)	\$5.00/slide

Staining

H&E, PAS	\$3.00/slide
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Special Stains

- A. AB, Giemsa, Gram, Ziehl-Neelsen, Prussian blue, van Gieson, trichomes, LFT, Feulgen, etc.. 1st \$15.00, each additional \$5.00
- B. Silver methods 1st \$22.00, each additional \$6.00
- C. Enzyme method 1st \$20.00, each additional \$2.00

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All researchers who use any of the core grant support services or facilities must acknowledge this support, as required by the National Institutes of Health, on any resulting research publications. For example: "Supported in part by core grant EY03040, National Eye Institute."