

	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-0013
	Laboratory Form; GTRF Microtomy Request Form			Revision no: 1 Active date: 28/11/24
GTRF Request ID:	Author	Hannah Morgan	Reviewer	Vivienne Gibson
Page 1 of 4				

GTRF-Services@glasgow.ac.uk
0141 356 9450/9437

GTRF Microtomy Request Form

Guidance

- **Tissue details**
 - Biorepository Application number **must** be provided for all sections to be cut from TMAs & from all full-face sections to be cut from GG&C diagnostic tissue.
 - Please provide evidence of ethical approval for sections to be taken from non-GG&C archival samples
 - Please describe the downstream use of sections: IHC, DNA/RNA extraction or other relevant platforms as this may impact the protocol used for microtomy.
 - If you require multiple section types - a combination of blanks, omics & H&Es, please list the order in the description box in Section 5.
 - List of available controls held within GTRF can be obtained upon request
 - If requesting microtomy of a TMA, please list the name of the TMA block & the number of sections in section 5.
- **Sectioning details**
 - Complete all sections relevant to request – Blanks, curls & H&Es
 - For Blanks, if you require multiple sections to be placed on the one slide, please state this & list how you require slides to be grouped in the description area in section 5.
 - For Blanks, standard thickness is 4µm for IHC. For TMAs, Standard thickness if 2.5µm.
 - For Blanks, TMAs & H&Es, standard baking protocol is 37°C overnight followed by 60°C for 1 hour.
 - Standard charged slides are used for manual IHC, *Leica Bond Plus* slides for Leica bond IHC & GeoMx/CosMx platforms (JSL) & *TOMO* slides for Ventana & Akoya platforms (JLQ).
- If multiple H&Es are required within a ribbon of serial sections, please list positions in section 5.
- Please sign & date the request when submitting. A GTRF team member will sign & return approved request forms with a projected cost (detailed in section 7).

1. Contact Details

Name	
Date	
Email Address	
P.I.	
Address <i>(for invoicing purposes)</i>	

	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-0013
	Laboratory Form; GTRF Microtomy Request Form			Revision no: 1 Active date: 28/11/24
GTRF Request ID:	Author	Hannah Morgan	Reviewer	Vivienne Gibson
Page 2 of 4				

Timeframe for request <i>(*note standard turnaround time is 10 working days, please detail if this request is urgent)</i>	
Name and email for team processing slides (if differs)	

2. Affiliation

- CRUK Scotland Centre Researchers – University of Glasgow
- CRUK Scotland Centre Researchers – Non-University of Glasgow
- University of Glasgow – Non CRUK Scotland Centre
- Non-University of Glasgow – Academic
- Non-University of Glasgow – Industry

University of Glasgow Project Code	
------------------------------------	--

2. Details of Tissue for Microtomy

- | | |
|--|--|
| • GTRF Controls <input type="checkbox"/> | • Non-GG&C Diagnostic <input type="checkbox"/> |
| • TMA Sections <input type="checkbox"/> | • Clinical Trial <input type="checkbox"/> |
| • NHS GG&C Diagnostic <input type="checkbox"/> | • Animal Model <input type="checkbox"/> |

GG&C Biorepository application number	
Sections required for which platform? <i>(IHC/H&E/DNA, RNA extraction)</i>	
Are serial sections required?	
Are multiple section types required?	
Detail ethical approval	

	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-0013
	Laboratory Form; GTRF Microtomy Request Form			Revision no: 1 Active date: 28/11/24
GTRF Request ID:	Author	Hannah Morgan	Reviewer	Vivienne Gibson
				Page 3 of 4

4a. Sections Details

Tissue type	
Total number of tissue blocks <i>(for TMA sections, please list all TMA block IDs)</i>	
Total number of sections required per tissue block <i>(please provide as much detail as possible)</i>	
Number of sections to be added to each slide <i>(note N/A for TMA sections)</i>	
Thickness (µm) of sections	
Bake temperature (°C)	
Type of glass slide required	
H&E staining required? <i>(please provide as much detail as possible)</i>	

- **Do requested H&E Slides need Scanned? – Yes No**
- **Do you have an existing NZConnect Account? – Yes No**

Please note that there is a £50 fee for setting up new NZConnect Account.

- **Do you need a taxi to return the slides? – Yes No**

Please note that there is a £30 fee for using a taxi.

	Glasgow Tissue Research Facility School of Cancer Sciences University of Glasgow Level 2, Lab Block, Queen Elizabeth University Hospital			GTRF-LAF-0013
	Laboratory Form; GTRF Microtomy Request Form			Revision no: 1 Active date: 28/11/24
GTRF Request ID:	Author	Hannah Morgan	Reviewer	Vivienne Gibson
				Page 4 of 4

4b. Curls Details *(only complete if tissue curls are required)*

Tissue requested	Number of sections per tube	Thickness (µm)

5. Additional Information *(please detail any relevant additional information)*

6. Signature *(please sign completed request form)*

Signature of requestor	
Date	

7. Quoted amount *(for internal use only – approved requests will be returned with the quoted amount detailed below)*

Quoted cost	
Signature (GTRF)	
Date	