

The Georges & Olga Minarik Research Pathology Facility (RPF)

Naciba Benlimame Ph.D: Core Facility Manager E-613 #24538

Lilian Canetti: Core Facility Technician E-619 #23698

Standard Operating Protocol for Paraffin Processing and Paraffin Embedding for Formalin-Fixed Samples during COVID-19

Formalin Fixation:

1. Harvest tissue and rinse in PBS to remove blood
2. Place tissue in at least 20 volumes of 10% buffered formalin
3. Incubate for necessary fixation time: Fixation time will vary for small and big tissues: 12 to 48h at RT or longer at 4°C
3. Store at 4°C in 70% ETOH
4. Prepare tissue processing histology cassettes for samples

Note: For calcified samples, contact us before.



-Label PI name and date in **pencil** on side

-Label Sample ID (short) in **pencil** on front

Please, do not use ink pens: ink identification on your cassettes will be cleared during the xylene /alcohol processing steps!

Notes:

- * Samples should be placed in the cassettes in the same orientation that they need to be embedded (i.e. the face of the tissue that needs to be cut first should be placed towards the bottom of the cassette)
- *Small tissue pieces < 1-2mm should be placed between blue sponges or wrapped in lens paper within a cassette.



Remember: Formalin fixation is weak and partially reversible. Therefore you should not store samples in buffer after formalin fixation. If you need to store samples for a long period of time, use fresh 10% formalin or 70% Ethanol and store at a cool place.

5. Cover all cassettes with excess 70% ETOH in a container with a screw cap, and store at 4°C until submitted to core facility. The containers may not contain more than 80% of maximum capacity.

6. The containers must be dry from the outside and placed into plastic biohazard specimen bag. This bag must be closed properly.



The closed bag with the completed histology request form can be left on the black table in front of the cafeteria room **E-514**, pavilion **E** (see below picture).



7. Histology Core Personnel will contact you when samples are ready to be pick up from the same place.

ATTENTION

Before bringing or sending all your samples to our facility, make sure to fill the **request form** for “paraffin embedding” attached to this email and available on our web site, or contact Mrs. **Lilian Canetti #23698** to get a copy. Your request will be processed more easily by including any specific detail, special needs and updated contact information (Your name, name of the PI, date and phone Ext).

All those who collect, handle, send or transport specimens to the Research Pathology Facility must ensure that the container used is the appropriate one for the purpose (screw cap container that is sufficiently large volume for the number of cassettes and that fits in a biohazard bag), is properly closed, and is not externally contaminated by the contents. **Sample submissions that do not conform to this RPF specimen acceptance policy will be rejected.**