MITS in CHAIN

Histopathology - Tissue Processing and Paraffin Embedding CRF

Sample Transportation			
CHAIN ID (Write CHAIN ID #. Affix barcode if available)	[3][O] [O][O][1] [ ][ ][ ]		
Specimen Kit ID # (Write Specimen Kit ID #. Affix barcode if available)	MC- 0 __ __		
Date samples arrived	__ / __ / _____ DD / MM / YYYY	**Time samples arrived**	_____ : _____ 24 hour
Ensure that a minimum of 4 hours has passed since collection before proceeding to tissue processing. If < 4 hours have passed, allow the formalin jars to sit in the laboratory until at least 4 hours after collection before beginning tissue processing.			
If tissue collection occurred at night, the histopathology tech will prepare the cassettes ASAP the next			
If tissue processing cannot be conducted for a few days (i.e. weekend), the samples must be transferred to distilled water ASAP once 4 hours have passed since collection. The tissues can sit in distilled water for a few days to a few weeks until tissue processing can be conducted.			
Date samples transferred to distilled water (DW) ☐ N/A	__ / __ / _____ DD / MM / YYYY	**Time samples transferred to DW** ☐ N/A	_____ : _____ 24 hour
If samples were transferred to distilled water, place labels on the DW jars that correspond to the formalin jars the samples were transferred from.			

Tissue Processing			
Date processing begins	__ / __ / _____ DD / MM / YYYY	**Time processing beings**	_____ : _____ 24 hour
Core Specimens in Formalin Jars			
Liver 05-J1 ☐ N/A	**Number of cores in jar:** _____ **Length of longest core:** _____ mm	☐ >10 cores in jar **Length of shortest core:** _____ mm	
Abdominal Organs 06-J1 ☐ N/A	**Number of cores in jar:** _____ **Length of longest core:** _____ mm	☐ >10 cores in jar **Length of shortest core:** _____ mm	
Right Thorax 07-J1 ☐ N/A	**Number of cores in jar:** _____ **Length of longest core:** _____ mm	☐ >10 cores in jar **Length of shortest core:** _____ mm	
Left Thorax 08-J1 ☐ N/A	**Number of cores in jar:** _____ **Length of longest core:** _____ mm	☐ >10 cores in jar **Length of shortest core:** _____ mm	

Brain 10-J1 ☐ N/A	Number of cores in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Bone Marrow 11-J1 ☐ N/A	Number of cores in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Fill in the following blanks next to "Extra Specimen #" with the corresponding label IDs affixed to the formalin jars.		
Extra Specimen 1: _____ ☐ Skin ☐ Lymph node ☐ N/A	Number of samples in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Extra Specimen 2: _____ ☐ Skin ☐ Lymph node ☐ N/A	Number of samples in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Extra Specimen 3: _____ ☐ Skin ☐ Lymph node ☐ N/A	Number of samples in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Extra Specimen 4: _____ ☐ Skin ☐ Lymph node ☐ N/A	Number of samples in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm

GI Specimens in Formalin Jars		
D3/D4/jejunum 04-J1 ☐ N/A (If specimens placed in distilled H2O, retain single bx in 04-J1, place MITS bxs in jar labeled with sharpie.)	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
	Number of biopsies used for parrafin embedding: _____	
	Number of biopsies retained in formalin jar: _____	
D2 05-J1 ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
D1 07-J1 ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Stomach 08-J1 ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Rectum 09-J1 ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
TI/Colon 10-J1 ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm
Fill in the following blanks next to "Extra Specimen #" with the corresponding label IDs affixed to the formalin jars.		
Extra Specimen 1: _____ ☐ Abnormal Esophagus ☐ N/A	Number of biopsies in jar: _____	☐ >10 cores in jar
	Length of longest core: _____ mm	Length of shortest core: _____ mm

Extra Specimen 2: _____ ☐ Abnormal ☐ Esophagus ☐ N/A	Number of biopsies in jar: _____ ☐ >10 cores in jar
	Length of longest core: _____ mm Length of shortest core: _____ mm

Extra Specimen 3: _____ ☐ Abnormal ☐ Esophagus ☐ N/A	Number of biopsies in jar: _____ ☐ >10 cores in jar
	Length of shortest core: _____ mm _____ mm

Extra Specimen 4: _____ ☐ Abnormal ☐ Esophagus ☐ N/A	Number of biopsies in jar: _____ ☐ >10 cores in jar
	Length of longest core: _____ mm Length of shortest core: _____ mm

Personnel Performing Processing and Embedding

Name of histopathology technician	_____
Name(s) of all assistant(s)	_____ _____ _____ **Please separate names with a semi-colon**
Date processing and embedding completed	__ / __ / _____ DD / MM / YYYY **Time processing and embedding completed** _____ : _____ 24 hour

Comments on Processing and Embedding Procedure (Optional)

_____

_____

_____

Document History

Version	Change Log	Date
V.1 Histopathology - Tissue Processing and Paraffin Embedding CRF	Original Version	27-Aug-18
V.1 Histopathology - Tissue Processing and Paraffin Embedding CRF	Added instructions to preserve extra D3/D4/jejenum biopsy in formalin jar	13-Dec-18