

## Account Set-Up

Step 1: <https://vetmed.tamu.edu/cvm-histology-lab/>

The screenshot shows the homepage of the CVMBS Core Histology Lab. The navigation bar includes 'HOME', 'DIAGNOSTIC HISTOLOGY UNIT', and 'RESEARCH HISTOLOGY UNIT'. The main header features the Texas A&M University Veterinary Medicine & Biomedical Sciences logo and the text 'CVMBS CORE HISTOLOGY LAB'. Below the header is a large image of laboratory equipment. A callout box on the right contains the text: 'Click on **RESEARCH UNIT** button to go to the Research Histology Unit homepage. (Diagnostic Unit is for diagnostic samples)'. A red arrow points from this callout box to the 'RESEARCH UNIT' button located at the bottom of the page.

Step 2: <https://vetmed.tamu.edu/cvm-histology-lab/research-histology-unit/>

The screenshot shows the Research Histology Unit homepage. The navigation bar includes 'HOME', 'DIAGNOSTIC HISTOLOGY UNIT', and 'RESEARCH HISTOLOGY UNIT'. The main header features the text 'RESEARCH HISTOLOGY UNIT' and 'CVMBS Core Histology Lab'. Below the header is a large image of laboratory equipment. A callout box on the left contains the text: 'For new clients, click on the **SERVICES & CHARGES** button'. A red arrow points from this callout box to the 'SERVICES & CHARGES' button located at the bottom of the page. Another callout box on the right contains the text: 'The Research Histology Unit homepage contains important links for researchers such as recommendations, services and charges, digital pathology info, IHC info, location, and contact info.' The bottom of the page features a grid of buttons: 'SERVICES & CHARGES', 'RECOMMENDATIONS', 'DIGITAL PATHOLOGY', 'LOCATION', 'IMMUNOHISTOCHEMISTRY/IMMUNOFLUORESCENCE', and 'CONTACT US'.

**Step 3:** <https://vetmed.tamu.edu/cvm-histology-lab/research-histology-unit/services-charges/>

For new clients, click on the **NEW CLIENT SETUP**

The services and charges page contains links for

1. Creating a new account
2. The VTPB Histology app page for submissions (if account has already been made)
3. Price list for services

The Research Histology Unit is a full-service histology laboratory that provides routine tissue embedding, slide preparation, digital pathology (pathologist's analyses via consultation or collaboration and whole slide imaging) and staining. If you have unique tissue handling needs for your research, please consult with us. We can accommodate most researchers' needs.

**Services:**

- **Embedding:** paraffin or OCT medium (frozen tissue).
- **Slide preparation:** microtome (paraffin) or cryostat (frozen tissue)
- **Histological stains:** Routine hematoxylin and eosin (H&E); an extensive list of special stains (see PDF), and immunohistochemistry/IFC (see link to IHC page) are available.
- **Whole slide imaging:** Our Panoramic SCAN II can automatically digitize up to 150 slides in one run. It can digitize your fluorescent samples in 6 different fluorescent channels. The Panoramic SCAN II supports the best Full Frame objectives, achieving up to 47x or 85x resolution.

**Step 4:** <https://apps.cvm.tamu.edu/Pathobiology/Forms/NewCustomer>

VTPB Histology Request Database Customer & Organization Information

Customer Basic Information

First Name  Last Name  Address Line 1   
This field is required This field is required This field is required

Business Name   
This field is required

Address Line 2

City   
This field is required

Phone Number  Email   
Ex: (999) 999-9999 Enter a valid email address

State  Zip Code   
Choose one This field is required This field is required

Account Number   
This field is required

Principal Investigator Account Holder

VTPB Histology Request Database Organization Information for Invoicing

Organization  New Organization   
Choose one or create your own This field is required

Would you prefer the bill to be mailed? (Emailed otherwise)

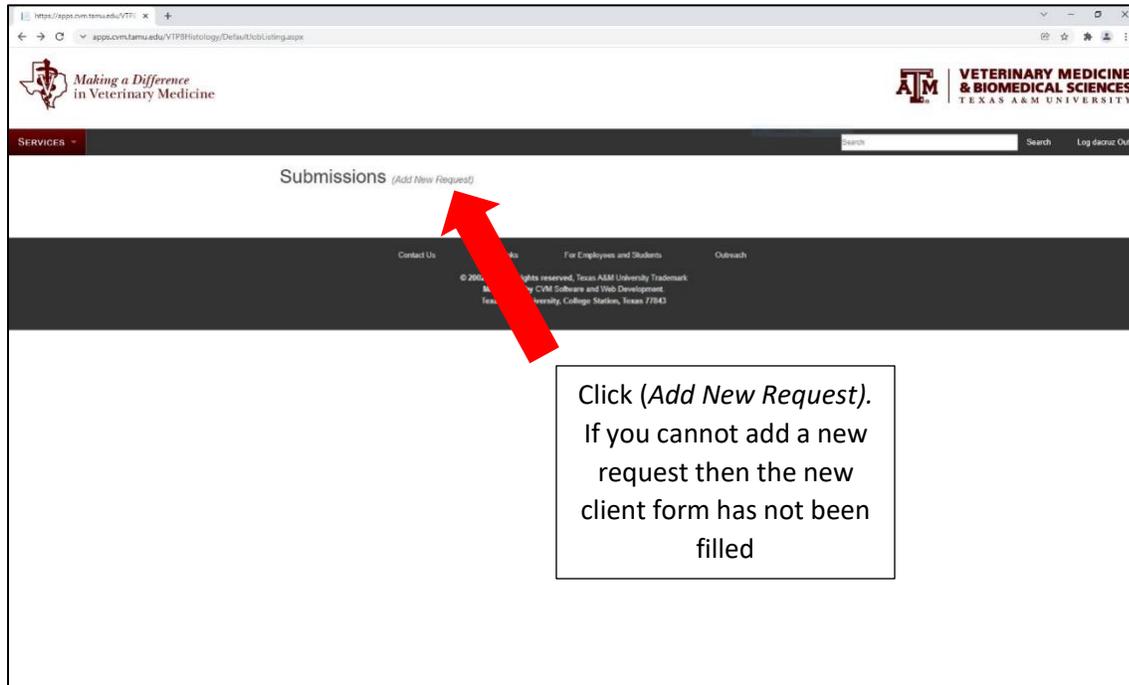
Is your account government funded or are you a TAMU employee?

Do you have Accounts Payable contact info?

Fill out the new client form. Once it has been submitted, you will be contacted by the accounting department letting you know that the setup has been complete.

## Submitting a case

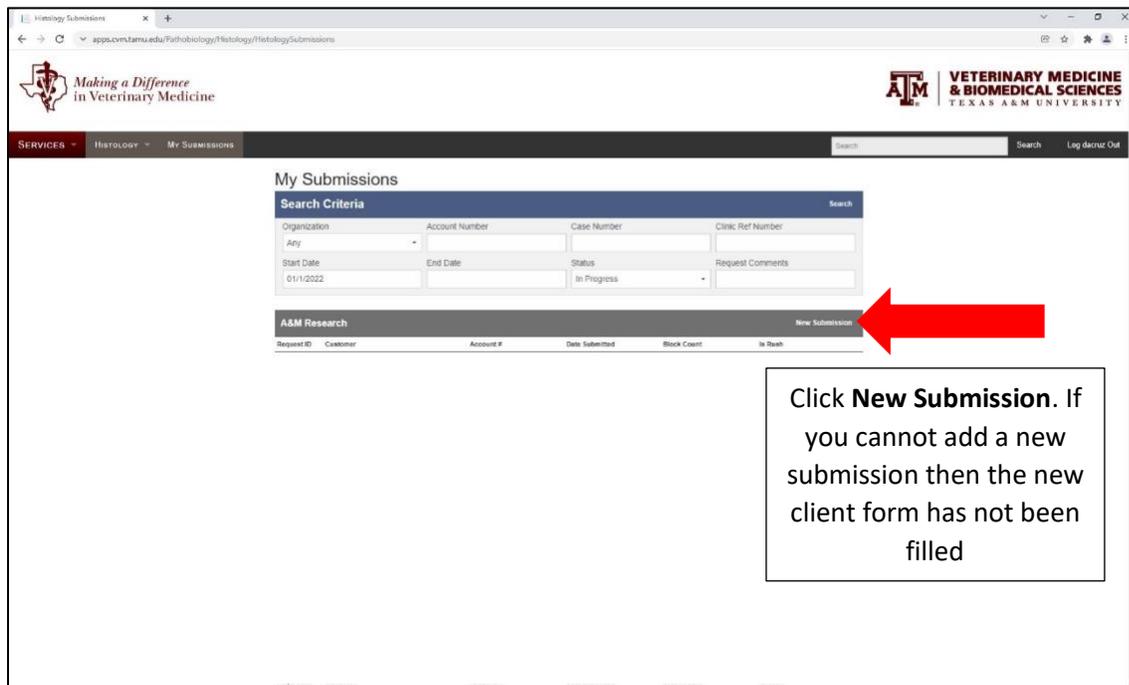
Step 1: <https://apps.cvm.tamu.edu/VTPBHistology/DefaultJobListing.aspx>



The screenshot shows a web browser window with the URL <https://apps.cvm.tamu.edu/VTPBHistology/DefaultJobListing.aspx>. The page header includes the Texas A&M University logo and the text "Making a Difference in Veterinary Medicine" and "VETERINARY MEDICINE & BIOMEDICAL SCIENCES TEXAS A&M UNIVERSITY". Below the header is a navigation bar with "SERVICES" and a search box. The main content area is titled "Submissions (Add New Request)". A red arrow points to the "Add New Request" link. A text box with a black border contains the following text:

Click *(Add New Request)*.  
If you cannot add a new request then the new client form has not been filled

Step 2: <https://apps.cvm.tamu.edu/Pathobiology/Histology/HistologySubmissions>



The screenshot shows a web browser window with the URL <https://apps.cvm.tamu.edu/Pathobiology/Histology/HistologySubmissions>. The page header is the same as in Step 1. Below the header is a navigation bar with "SERVICES", "Histology", and "My Submissions". The main content area is titled "My Submissions" and contains a "Search Criteria" section with fields for Organization, Account Number, Case Number, Clinic Ref Number, Start Date, End Date, Status, and Request Comments. Below the search criteria is a table with columns: Request ID, Customer, Account #, Date Submitted, Block Count, and Is Draft. A red arrow points to a "New Submission" button located to the right of the table. A text box with a black border contains the following text:

Click **New Submission**.  
If you cannot add a new submission then the new client form has not been filled

**Step 3:**

<https://apps.cvm.tamu.edu/Pathobiology/Histology/Submission?organizationid=6&serviceid=8>

**New - (A&M Research)** Save

Species: Select... **This field is required.**

Needs Decalcification: Select... **This field is required.**

Deliver To: Select... **This field is required.**

Account Number: Select... **This field is required.**

Rush Processing: Select...

Block/Cassette	Tissue Type
1	

Fixative Name and Duration: \_\_\_\_\_

Request Comments: \_\_\_\_\_

**\*IMPORTANT\***

If you are idle for too long the system will log you out and any unsaved changes will be lost. Save frequently!

Indicate if decalcification is needed (e.g. bone, calcified tissue, etc.)

**Details:**

**New - (A&M Research)** Save

Species: Select... **This field is required.**

Needs Decalcification: Select... **This field is required.**

Deliver To: Select... **This field is required.**

Account Number: Select... **This field is required.**

Rush Processing: Select...

If you would like to expedite the case, indicate rush processing

Fixative Name and Duration: \_\_\_\_\_

Please indicate what fixative was used and for how long.

Request Comments: \_\_\_\_\_

Click here if you would like to add multiples of the same tissue

Click here if you would like to import tissues from an excel file

Print Cassettes

Tiss

Import Tissues

+ Mass Tissue

+ Add All

+ Add PE/H&E

Block/Cassette

Tissue Type

Import Samples by Excel File

Download a **sample Excel template** to see an example of the format required.

You may also use your own excel file. The system will parse through your file looking for the following columns. If it cannot find them it will use the first 2 columns on the excel document.

- Block/Cassette
- Tissue Type

**NOTE: Each row of data must be unique from on another.**

Click here to download the excel

Click here to upload the file

Browse

Upload

Cancel

Browse for file that contains cassette labels and tissue types

Excel template

	A	B	C
1	Block/Cassette	Tissue Type	
2			
3			
4			
5			
6			

Excel template filled with example data

	A	B	C
1	Block/Cassette	Tissue Type	
2	N-2022-1	Brain	
3	N-2022-2	Liver	
4	N-2022-3	Spleen	
5	N-2022-4	Bone	
6	N-2022-5	Kidney	
7	N-2022-6	Skin	
8	N-2022-7	Muscle	
9	N-2022-8	Small Int.	
10	N-2022-9	Colon	
11	N-2022-10	Paw	
12			
13			
14			

Print Cassettes		Tissue List	Import Tissues
+ Mass Tissue		+ Add All	+ Add PE/H&E
Block/Cassette	Tissue Type		
X N-2022-1	Brain		+
X N-2022-2	Liver		+
X N-2022-3	Spleen		+
X N-2022-4	Bone		+
X N-2022-5	Kidney		+
X N-2022-6	Skin		+
X N-2022-7	Muscle		+
X N-2022-8	Small Int.		+
X N-2022-9	Colon		+
X N-2022-10	Paw		+
X 1			+

Once data has been populated in the fields, you can either select **+Add All** or **+Add PE/H&E**

If you **+Add All**, then you can select from different services, and the quantity per cassette, BUT it will apply to ALL cassettes uniformly. (See page 8)

If you **+Add PE/H&E**, then you are adding the service of processing, embedding, and an H&E slide for ALL cassettes. (See image below)

Print Cassettes		Tissue List	Import Tissues
+ Mass Tissue		+ Add All	+ Add PE/H&E
Block/Cassette	Tissue Type		
X N-2022-1	Brain		+
X N-2022-2	Liver		+
X N-2022-3	Spleen		+
X N-2022-4	Bone		+
X N-2022-5	Kidney		+
X N-2022-6	Skin		+
X N-2022-7	Muscle		+
X N-2022-8	Small Int.		+
X N-2022-9	Colon		+
X N-2022-10	Paw		+
X 1			+

Fixative Name and Duration Rectangular

Request Comments

- 1 x cassette of N-2022-1 Brain performing a Process/Embed/H&E View
- 1 x cassette of N-2022-2 Liver performing a Process/Embed/H&E View
- 1 x cassette of N-2022-3 Spleen performing a Process/Embed/H&E View
- 1 x cassette of N-2022-4 Bone performing a Process/Embed/H&E View
- 1 x cassette of N-2022-5 Kidney performing a Process/Embed/H&E View
- 1 x cassette of N-2022-6 Skin performing a Process/Embed/H&E View
- 1 x cassette of N-2022-7 Muscle performing a Process/Embed/H&E View
- 1 x cassette of N-2022-8 Small Int. performing a Process/Embed/H&E View
- 1 x cassette of N-2022-9 Colon performing a Process/Embed/H&E View
- 1 x cassette of N-2022-10 Paw performing a Process/Embed/H&E View

Print Cassettes		Tissue List	Import Tissues
+ Mass Tissue		+ Add All	+ Add PE/H&E
Block/Cassette	Tissue Type		
X N-2022-1	Brain		+
X N-2022-2	Liver		+
X N-2022-3	Spleen		+
X N-2022-4	Bone		+
X N-2022-5	Kidney		+
X N-2022-6	Skin		+
X N-2022-7	Muscle		+
X N-2022-8	Small Int.		+
X N-2022-9	Colon		+
X N-2022-10	Paw		+
X 1			+

If you **+Add All**, then you can select from different services, the quantity per cassette, BUT it will apply to ALL cassettes uniformly.

The example below shows if you select unstained slides and only desire one slide per cassette.

**Mass Add New Request Item**  
Use this form to add one new request item with the given information per tissue to this submission.

Quantity:  Service:

Comments:

Print Cassettes		Tissue List	Import Tissues	Fixative Name and Duration
+ Mass Tissue		+ Add All	+ Add PE/H&E	<input type="text"/>
Block/Cassette	Tissue Type			Request Comments
X N-2022-1	Brain		+	<input type="text"/>
X N-2022-2	Liver		+	
X N-2022-3	Spleen		+	
X N-2022-4	Bone		+	
X N-2022-5	Kidney		+	
X N-2022-6	Skin		+	
X N-2022-7	Muscle		+	
X N-2022-8	Small Int.		+	
X N-2022-9	Colon		+	
X N-2022-10	Paw		+	
X 1			+	

1 x slide of N-2022-1 Brain performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-2 Liver performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-3 Spleen performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-4 Bone performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-5 Kidney performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-6 Skin performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-7 Muscle performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-8 Small Int. performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-9 Colon performing a Unstained slide	<input type="button" value="View"/>
1 x slide of N-2022-10 Paw performing a Unstained slide	<input type="button" value="View"/>

If you need to select different unique services per cassette, click here

Select from the list of services.

\*Also, don't forget to include a slide box for requested slides if you don't provide one

After you are done inputting data select SAVE. After case is saved you can then SUBMIT your case.

Please select PRINT FORM to print a copy of the submission form when bringing samples to the lab

If you have any additional questions related to your account number or payment option please contact:

Lori at [reshistosolutions@cvm.tamu.edu](mailto:reshistosolutions@cvm.tamu.edu) for assistance

### Lab Contact Information

[digitalpathology@cvm.tamu.edu](mailto:digitalpathology@cvm.tamu.edu) (For digital slide scanning)

[historesearchlab@cvm.tamu.edu](mailto:historesearchlab@cvm.tamu.edu) (For histology)

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