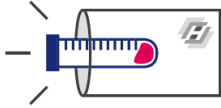


## Sample Preparation, Shipping and Order Submission Instructions



1. Submit an online order and FedEx your tissue samples in formalin.



2. We process your samples and scan your slides.



3. Access your digital results in your online account in **3 days**.

**Step 1:** [Register](#) on HistoWiz.com and a member of our sales team will reach out to you within 24 hours to discuss your project.

**Step 2:** Reach out to your purchasing department to generate a PO or use a credit card for the order. HistoWiz prefers credit cards through our secure online order form or blanket POs with our standard MSA/SOW. We will invoice based on the work performed. This will speed up our workflow and eliminate the need for you to generate a PO for each order.

**Step 3:** Start an [online order](#) and enter all sample information and service(s) requested, save the order. Please call us at 1-833-PATHLAB if you have any questions. If you don't have a quote yet, you can request a quote by clicking on "Contact Sales for Customer Quote" button on Page 5 on the order form. However, if you need to discuss your upcoming order or have questions, please email [info@histowiz.com](mailto:info@histowiz.com). Once you have received a quote/PO, attach the quote/PO document in your online order form.

**Step 4:** Harvest your samples. Here are the precautions to ensure the best quality:

- Tubes or cassettes must be labeled with pencil or laboratory grade markers/labels (resistant to formalin, ethanol, isopropanol and xylene). Everything must be legible.
- During necropsy, please isolate only the region of interest for each tissue. The maximum size of the tissue is 24mm width x 30mm length x 4mm depth.
- The volume of fixative must be 20x the volume of your sample and the tissue must be completely immersed in the solution.
- You can either order pre-filled histology containers with 10% formalin from [VWR](#), or submerge each wet tissue specimen in a 50mL falcon tube filled with 10% formalin and seal cap tightly.
- If you have samples that cannot be immediately analyzed, please submit those samples as "process and embed only" for requested service when you submit an online order.

*If you are sending wet tissues for FFPE downstream services (preferred):*

- If you can collect your specimens on the same day, please fix and ship all samples in 10% formalin to HistoWiz by overnight FedEx instead of changing to 70% ethanol. This is our preferred method for fixation.
- For H&E staining, samples can be stored in 10% formalin for up to 1 weeks before shipping. After 1 week, you may store your samples in 70% ethanol before shipment.

- For IHC staining, fix tissues in 10% formalin for 24-48 hrs at room temperature and then directly transfer to 70% ethanol before shipping. If you are planning to store your samples for over 2 days, please change it to 70% alcohol and ship it within 1 week.

*If you are sending wet tissues for OCT downstream services\* (everything should be done in 4C):*

- Rinse tissue in ice cold PBS, fixed in 10% formalin or 4% PFA overnight
- Place the tissues in 15% sucrose in 1xPBS until the tissues sinks overnight
- Place the tissues 30% sucrose in 1x PBS until the tissues sinks overnight
- Please send/ship tissues in 30% sucrose.

\* Applicable for general mouse tissues (Lung, liver, kidney, intestine, etc) For any other exotic animals such as zebrafish and monkeys, please contact [info@histowiz.com](mailto:info@histowiz.com)

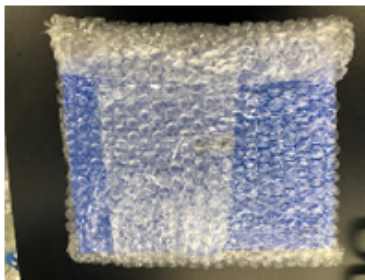
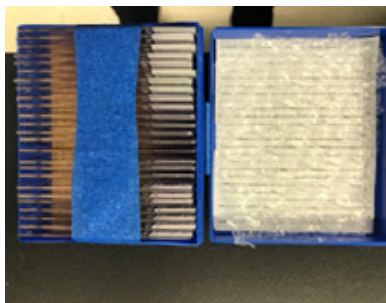
*If you are sending FFPE blocks:*

Please pack blocks individually as shown below or use a vacuum sealer. Be mindful of the temperature, and add ice packs in the shipment container to prevent blocks from melting.



*If you are sending unstained slides:*

Please cover the slides with marking tape and bubble wrap as shown below. The marking tape should be put over the slides. The bubble wrap should be added both inside and outside of the box to secure it during shipment.



*If you want the blocks from a previous order recut (we offer free sample storage for up to 6 months):*

In the Add Samples page of the online order form, please add the sample name of the previous order and select "Paraffin Blocks at HistoWiz" in the "Submitted In" dropdown menu. Please should also write



the 5-digit Order # that you want the blocks to be taken from in the Special Instructions field. You can then choose the downstream services and submit the order without a shipment.

*If you are sending antibodies for IHC/IF optimization:*

We ask for a 40-50ul aliquot of the antibody along with the datasheet and positive/negative control samples. Use ice packs or dry ice to ship antibodies overnight. As part of the [expert-assisted optimization package](#), HistoWiz will find and order the best commercially-available antibodies for you. Simply type in the name of the new antibody in the online order form and enter the species/organ that you want to validate in.

**Step 5:** Prepare Shipping. Here are the precautions:

- We recommend sealing the lid of the specimen container (i.e. vials, falcon tubes) with parafilm to prevent solutions from leaking during the shipping process.
- Pack the specimen container in a box with ample bubble wrap to ensure that they don't move during shipment.
- These storage preservatives are exempt and not regulated by the Department of Transportation. DO NOT use the "Dangerous Goods in Excepted Quantities" statement on any shipping documents.

*Generate a HistoWiz FedEx label (preferred):*

- Enter a new shipping address on the order form and choose it from the dropdown list
- Select "HistoWiz generated FedEx label". HistoWiz provides free inbound shipping for all orders over \$500.
- Choose either overnight or 2-day shipping and enter dimensions for the box
- Click "Create Label" and then "Download Label" to print the PDF shipping label. You can also email this shipping label to a collaborator if they will be shipping your samples.

*If you select "Ship it Myself", make sure to indicate the 5-digit HistoWiz order # on the package and provide us the Fedex tracking # in the Special Instructions field. You can also drop it off at our lab or one of our [NYC dropbox locations](#).*

**Step 6:** Submit the online order form and you will receive an email confirmation.

**Step 7:** Attach the HistoWiz FedEx label to your package and drop it off at a Fedex location near you

**Step 8:** After order submission, we review your order within 24 hours and you should expect a call from us if there are any questions regarding your order. Turnaround time starts after we receive your shipment in the lab with a valid PO and there is no sample discrepancy. You will receive an email notification once the order has been started. You will receive another email once the order has been fulfilled. Login to view your digital results online!