

**Contact: Deepika Kotay, 434-982-0990 | dmk6yt@virginia.edu**

Slide Drop-Off / Pick-Up: Room G714

Please collect slides after scan is complete.

Tissue and slide preparation for optimal scan quality:

1. Please inspect slides for folds or wrinkles in the tissue.
2. Glass coverslips are preferable, as plastic coverslips may warp over time and affect scanner focus.
3. Ensure that no air bubbles are trapped under the coverslip to prevent areas being scanned to be out of focus.
4. Overhanging labels, tape, or excess mounting medium affects the fit of the slide in the scanner and impede operation.

*For BTRF use only*

Order #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Billed ☐Date: \_\_\_\_\_ Principal Investigator: \_\_\_\_\_ UVA Member: ☐ YES ☐ NO

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if outside UVA) \_\_\_\_\_

Worktag: \_\_\_\_\_ Department: \_\_\_\_\_

Payment Other Than Worktag: \_\_\_\_\_

**Scan Management:**☐ Slide Scan 20X without Online Storage☐ Slide Scan 20X☐ Slide Scan 40X☐ Other: \_\_\_\_\_**Number of Slides:** \_\_\_\_\_**Special Instructions / Comments:** \_\_\_\_\_***For BTRF Use Only***

# Samples Processed: \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_