



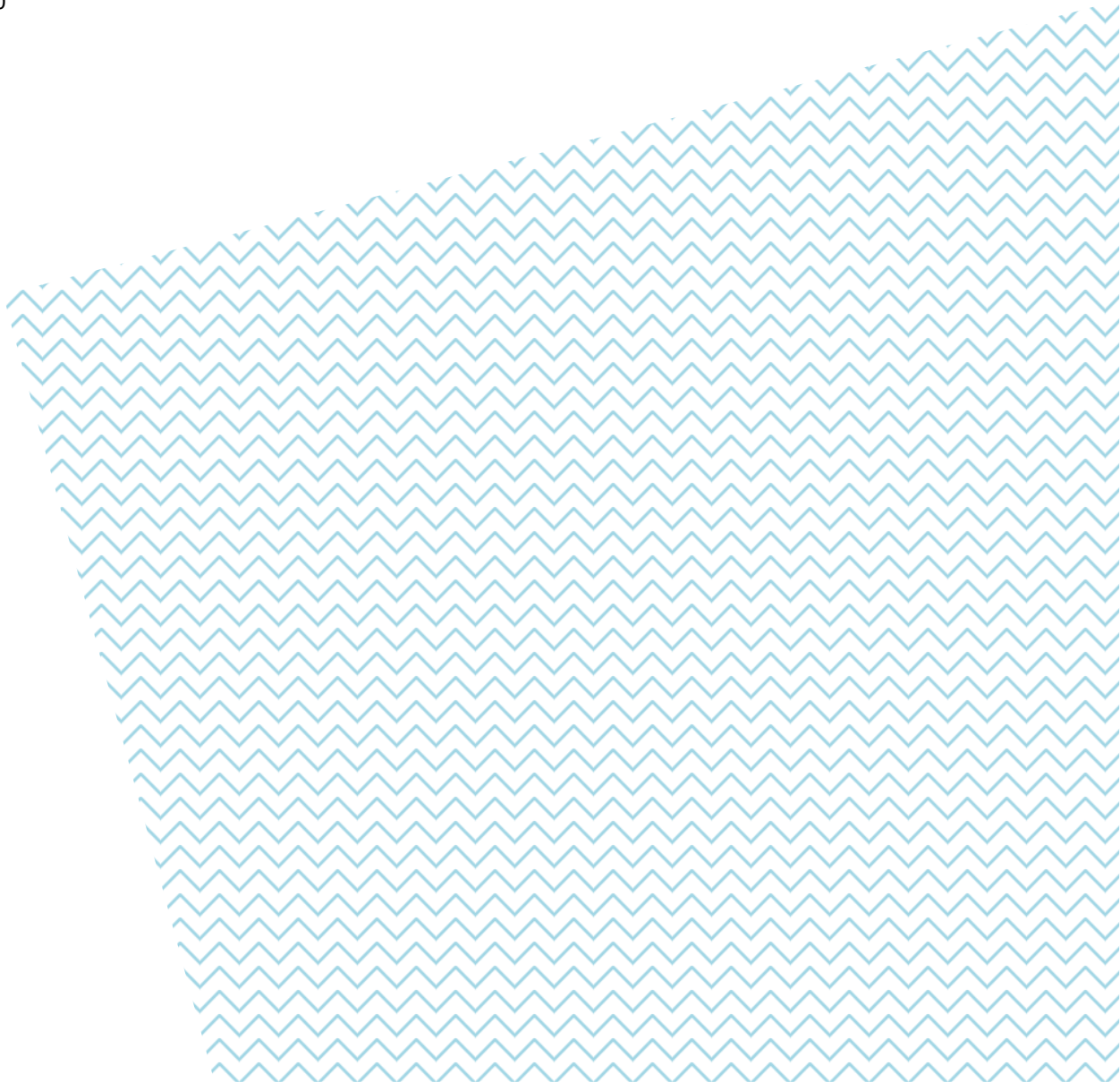
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**Melbourne Histology Platform**  
Quick Reference Guide

# **iLab and requesting services from the Melbourne Histology Platform**

How do I request services and which form do I use?

1 December 2020



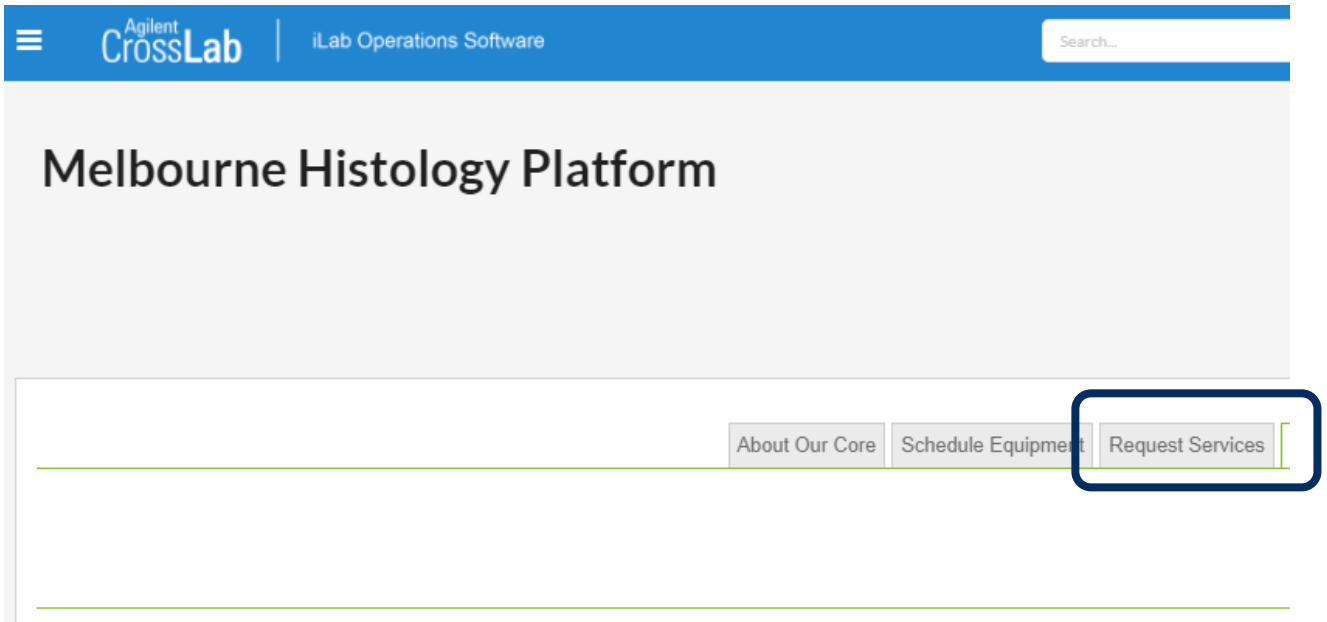
# Table of Contents

- Requesting MHP services in iLab..... 3**
- Requesting a consultation ..... 3**
- Requesting training..... 4**
- Requesting automated haematoxylin and eosin (H&E) staining ..... 5**
- Requesting histology services ..... 5**
- Requesting consumables ..... 6**
- Consumables listed in the Service List .....6
- Consumables not listed in the Service List.....7
- biomedsci-histology@unimelb.edu.au..... 8**

## Requesting MHP services in iLab

If you have not registered for an iLab account, you must first do so before you are able to access the MHP iLab site to request services. Follow the steps in the Quick Reference Guide for Researchers to register for an iLab account. Once you have signed into iLab:

1. Go to the MHP core site:  
[https://unimelb.ilab.agilent.com/service\\_center/show\\_external/4557/melbourne\\_histology\\_platform](https://unimelb.ilab.agilent.com/service_center/show_external/4557/melbourne_histology_platform)
2. Navigate to the Request Services tab:

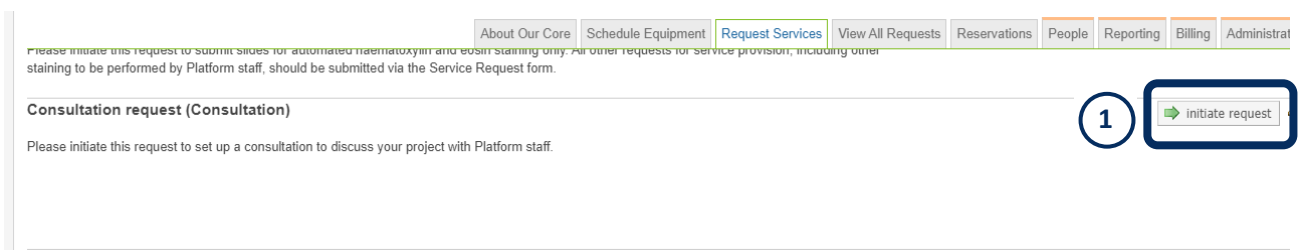


3. Find the correct form and initiate the request by clicking on the Initiate Request button: 

## Requesting a consultation

The Consultation Request should be submitted if you wish to arrange for a consultation with an MHP staff member regarding a potential project that may require use of our equipment or require our staff to provide histology services.

1. Under the Request Services tab, navigate to the **Consultation Request** form and click the Initiate Request button:



2. Complete the required information in the text fields. The more info you provide in the request, the more easily and promptly we can identify the best team member with whom to organise a consultation for you.

2

Please briefly explain your project (e.g. research question, species, tissue type) and what result you are wanting to achieve using histology (e.g. antibody staining of a molecular target).

Have you already attempted any histology-related aspect of your project? If so, please explain briefly what and whether it was successful or, if unsuccessful, what issues were encountered?

What aspects of your project are you seeking advice on? (This is important to ensure your consultation is assigned to the most appropriate staff member(s))

Save Progress

3. Click the Submit Request button at the bottom of the form. An MHP staff member will be in contact with you to request any additional information and/or schedule a consultation with you.

## Requesting training

The Training Request should be submitted if you wish to arrange for an induction to the Melbourne Histology Platform or to arrange for training in using the paraffin embedder, paraffin microtomes, cryostats, vibratome or to perform tissue staining techniques.

1. Under the Request Services tab, navigate to the **Training Request** form and click the Initiate Request button:

Equipment training request (Training)

Please initiate this request to arrange induction to the Platform and/or training on equipment.

1 initiate request

Service request (Service provision)

2

Briefly describe your project including what histology you intend to perform (include any staining)

3

Please indicate which of the following is/are needed:

- Platform induction (compulsory for users of equipment or staining areas)
- Microtome
- Cryostat
- Vibratome
- Staining
- Embedding

4

Please read the MHP user induction pre-reading document before training [MHP\\_user\\_induction\\_pre-reading.pdf](#)

I hereby confirm that I have read the MHP User Induction Pre-reading document

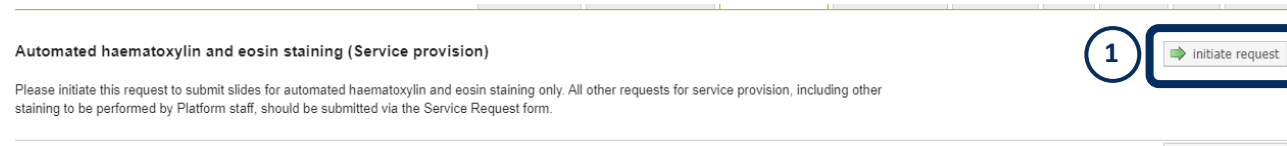
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2. Complete the field briefly describing the histology requirements related to your project (not compulsory but encouraged).
3. Use the checkboxes for the relevant training that you require.
4. Read the induction pre-reading and use the checkbox to indicate that you have read and understood the document.
5. Click the Submit Request button at the bottom of the form. An MHP staff member will be in contact with you to schedule a training session with you.

## Requesting automated haematoxylin and eosin (H&E) staining

This request form should be submitted if you wish to arrange only for slides to be stained with haematoxylin and eosin (H&E) using our automated stainer (also coverslips the slides). If you also need samples processed, embedded and/or sectioned before H&E staining, then instead submit the Service Request form. Requests for all other staining other than automated H&E staining should be requested with the Service Request form.

1. Under the Request Services tab, navigate to the **Automated haematoxylin and eosin staining** request form and click the Initiate Request button:

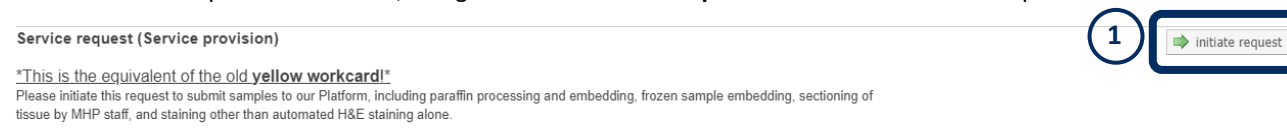


2. Complete the fields regarding the type of sections (paraffin or frozen) and the tissue type
3. Enter the number of slides you want stained and then click on the Add Selected Services button
4. Click on the Submit Request button at the bottom of the form. An MHP staff member will later 'Accept' or 'Reject' your request and contact you with further information.

## Requesting histology services

The Service Request should be submitted if you want our staff to provide histology services including paraffin processing and/or embedding, frozen tissue embedding, decalcification, sectioning of your embedded samples and staining of your embedded samples. For those who used MHP before the introduction of our iLab booking system, this request is equivalent to the old yellow workcard.


1. Under the Request Services tab, navigate to the **Service Request** and click the Initiate Request button:



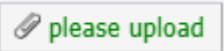
2. Tick the checkboxes for the relevant services that you wish to request

3. Depending on what checkboxes you selected, additional questions/fields will have been revealed. Please complete all relevant fields; those marked with a red star ★ are mandatory fields and the system will not allow you to submit your request if those fields are not completed.

- If you are requesting Paraffin Processing and indicate that you want MHP staff to embed the blocks, you will be required to attach a diagram indicating the orientation of the samples for embedding; a photograph of a hand-drawn diagram is acceptable and we recommend saving a copy of that diagram to your computer if it will be applicable to future service requests:

★ **\*\*If staff are embedding, please attach a diagram showing tissue orientation** 

- If you are requesting Frozen Tissue Embedding, you will be required to attach a diagram indicating the orientation of the samples for embedding; a photograph of a hand-drawn diagram is acceptable and we recommend saving a copy of that diagram to your computer if it will be applicable to future service requests:

★ **Please attach a diagram of tissue orientation for embedding:** 

4. Click on the Submit Request button at the bottom of the form. An MHP staff member will generate a quote in iLab for you to view and to then Accept or Decline.

## Requesting consumables


Users can request consumables and reagents such as slides, slide boxes, microtome/cryostat or vibratome blades, solvents, fixatives, OCT and cryo-moulds. There are two ways to request consumables:

### Consumables listed in the Service List

For users who have used the microtome, cryostat or vibratome and used blades or slides from MHP, this is a way you can add those consumables to your bill.

1. Under the Request Services tab, navigate to the **Service List** near the bottom of the page and expand the list using the blue arrow next to the Service List heading:

#### ▼ Service list

Search available services:   View: [by category](#) [alphabetically](#)

- ▶ [Consumables \(16\)](#)
- ▶ [Reagents \(5\)](#)
- ▶ [Sample processing \(9\)](#)
- ▶ [Service provision \(3\)](#)
- ▶ [Staining \(9\)](#)
- ▶ [Training \(1\)](#)
- ▶ [unclassified \(1\)](#)

2. Expand the Reagents and/or Consumables fields by clicking on the headings, and search the list for the item you want to request.
3. When you find the item you want to request (e.g. blades for microtome or cryostat), click the Initiate Request button for that item

Blades for microtome or cryostat Per blade  
Supply of blade for use with microtome or cryostat

**3** 

- Complete the information required by the request form; the below screenshot is related to the “blades for microtome or cryostat” example:

Blades for microtome or cryostat Per blade		Quantity:	Unit Price:	Total:
Consumables		<input type="text" value="1.0"/>	\$4.95	\$4.95

- Click on the Submit Request button at the bottom of the form. An MHP staff member will act on the request.

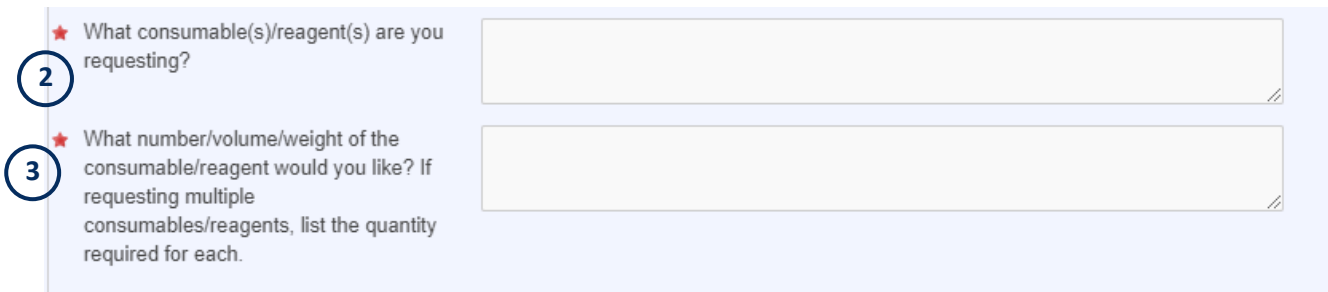
## Consumables not listed in the Service List

- Under the Request Services tab, navigate to the **Non-listed consumables/reagents request** and click the Initiate Request button:

Non-listed consumables/reagents request



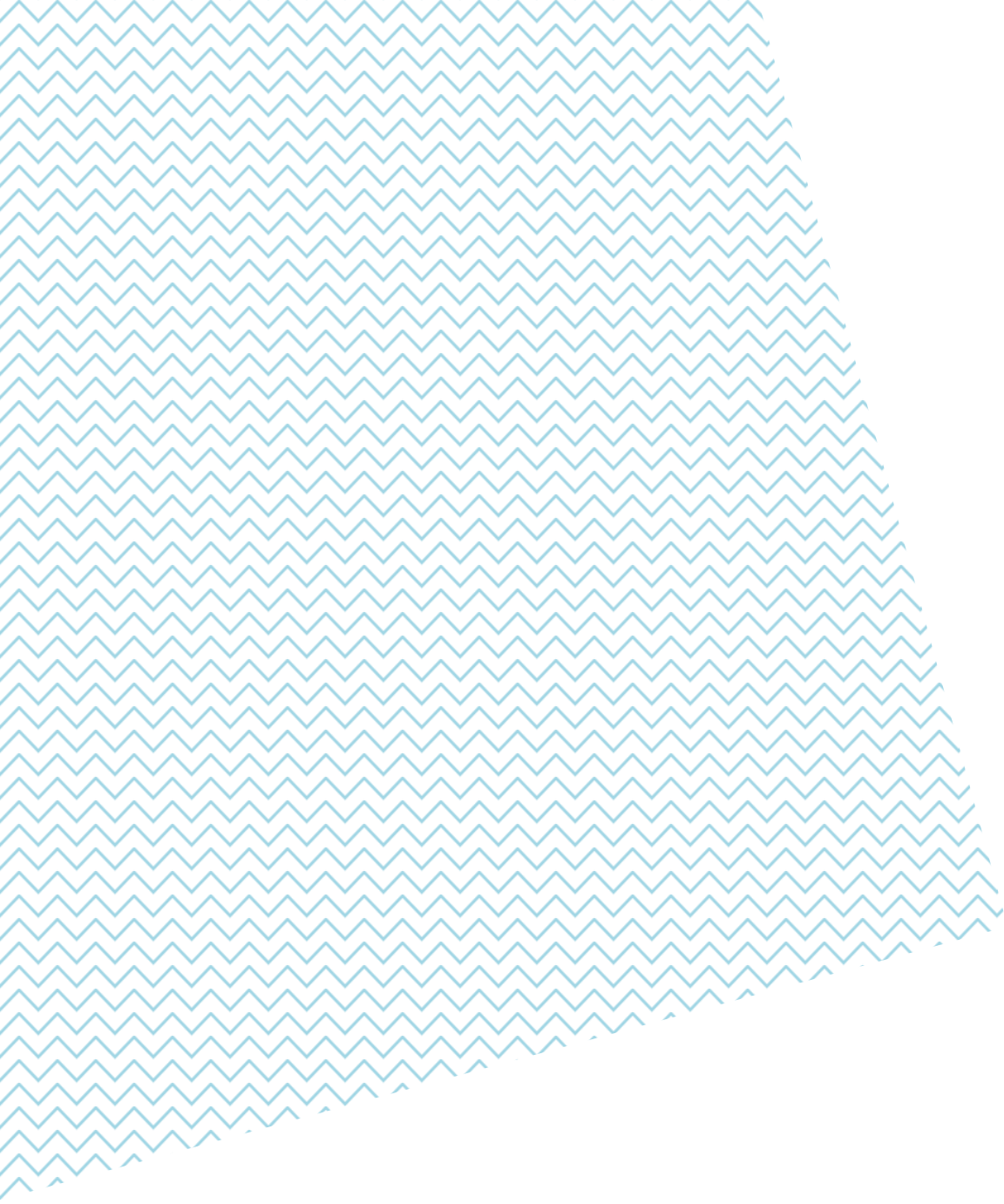
This form should be used to request to purchase consumables or reagents that are not listed in the Consumables or Reagents options in the Service List at the bottom of the Request Services tab. If you wish to request to purchase consumables or reagents that are in the Service List, please "Initiate Request" for that item rather than using this form.



★ What consumable(s)/reagent(s) are you requesting?

★ What number/volume/weight of the consumable/reagent would you like? If requesting multiple consumables/reagents, list the quantity required for each.

- Complete the field to indicate what consumable(s) and/or reagent(s) you are requesting.
- Complete the field to indicate what number/volume/weight you are requesting for each consumable(s) and/or reagent(s).
- Click on the Submit Request button at the bottom of the form. An MHP staff member will generate a quote in iLab for you to view and to then Accept or Decline, or will contact you with additional information if necessary.



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