



KGLMF

BIOSPECIMEN PREPARATION LABORATORY SLIDE SCANNING REQUEST FORM

USER DETAILS

ALL USER AND ACCOUNT FIELDS ARE MANDATORY

Incomplete forms will delay processing

Name: _____

Mobile/Phone: _____

Email: _____

Supervisor: _____

☐ I am a UNSW Researcher / Student (please complete below)

UNSW zID: _____

Faculty/School: _____

Payment is by UNSW account. Please complete fund, dept id and project no. details below

Fund: _____ Dept ID: _____ Project No: _____

Account Owner Name: _____
(if different from Supervisor Name above)

☐ I am an External User (please complete below)

Organisation: _____

Department/Unit: _____

Address (optional): _____

Payment is by tax invoice (we will issue a tax invoice for payment)

BSP USE ONLY

Date Accepted	Accepting Officer	Total No.# Samples	Total No.# Slides	Special Requirements?	Date Completed	Completion Officer
Job number: BSP						

SAMPLE DETAILS – MUST COMPLETE

PLEASE SPECIFY WHAT IS IN YOUR SAMPLE

Biological Hazard

- | | |
|---|--|
| ☐ Animal – specify _____ | ☐ I declare having Animal Ethics protocol |
| ☐ Human | ☐ I declare having Human Ethics protocol/clearance to work with human samples |
| ☐ Tissue | ☐ Cells |
| ☐ Non-GMO | |
| ☐ GMO | ☐ I declare having an Exempt dealing covering this sample |
| | ☐ I declare having a Notifiable Low Risk Dealings (NLRD) covering this sample |

SAMPLE SUBMISSION

All samples must be labelled according to the UNSW standards:

sample ID

your name

phone number

date

hazards and GMO status

SAMPLES NOT LABELED ACCORDINGLY WILL NOT BE ACCEPTED INTO THE FACILITY

TERMS and CONDITIONS:

A surcharge of \$5.00 per slide will be charged if slides require cleaning prior to scanning. This includes cleaning of dust/oil and/or trimming of excess mounting media from slide edges to prevent jamming of slides in slide scanning equipment.

Samples must be provided in a labelled slide box with your contact details and any appropriate safety label (as per above).

Once completed you will be notified by a KGLMF staff member with further details for slide collection and image transfer.

JOB DETAILS

BRIGHT-FIELD IMAGING:

Total Number of slides:

Staining method:

Magnification required: **10x** **20x** **40x**

Imaging method: Brightfield Polarised Darkfield (10 x only) Phase Contrast (20 x only)

Comments:

FLUORESCENT IMAGING:

Total Number of slides:

Magnification required: ☐ **10x** ☐ **20x** ☐ **40x**

Number of fluorescent channels per slide:

Specify fluorophores used in the samples and the target epitope (what do you expect the antibody to label)

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I (user), have read and understood the above listed sample limitations (PC1 samples only) and agree to the prices listed on page 5 of this form for processing my samples.

Signature: Date:

List – slide labels

Please make sure that all slides are labeled clearly (add pages if required)

	Slide name	Slide name to be used for slide scanning (leave blank if the same as slide name)
1		
2		
3		
4		
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Charges for Slide Scanning Services

BSP Grouping	Protocol	Price (Ex GST) (UNSW User/Partner)	Price (Ex GST) (External User)	Job
Olympus VS200 AperioXT	Slide Scanning (Bright Field, Polarized, Darkfield, Phase contrast)	\$10.00	\$18.00	Per Slide and 1 imaging mode
Olympus VS200	Slide Scanning (Fluorescence)	\$15.00	\$27.00	Per Slide
	Slide Scanning additional scan (Bright Field, Polarized, Darkfield, Phase contrast)	\$5.00	\$9.00	Per Slide and 1 imaging mode
	Slide Scanning DIY [^] (Hourly)	\$50.00	\$90.00	Per Hour
	Slide Scanning DIY [^] (Yearly)	\$1,500.00	\$3,500.00	For usage ≥ 30 hours within the calendar year (1st Jan – 31st Dec) UNSW and Partner – access to KGLMF subscription External User – BF slide scanning only Does not include slide cleaning
	Slide cleaning (Additional surcharge per slide if slides require cleaning prior to scanning) Includes cleaning of dust/oil and/or trimming of excess mounting media from slide edges to prevent slides jamming in the equipment	\$5.00	\$5.00	Per Slide

[^] DIY – Do It Yourself (self service)