THE UNIVERSITY OF CHICAGO

Human Tissue Resource Center

Digital Pathology Slide Scanning Request Form

NOTE: IRB approval or exemption is required for slides containing PHI to be scanned.
PHI includes but is not limited to the following: patient name, date of birth, medical record number(s), etc.

IRB #_____

De-Identified Slides: Yes   No

By submitting this form to the HTRC, you are declaring that the information provided is complete and correct; acknowledging that the PI has ultimate responsibility for the conduct of this study and the ethical performance of this project; and ensuring that this request is fully compliant with the IRB protocol number provided. The HTRC is NOT responsible for any protocol violations.

All slides will be scanned in the order they are received. Quality of scanning is dependent upon the condition of the slide(s). Please have slides cleaned prior to dropping off as dirty slides will lead to poor image quality. Excess mounting medium, cracks, scratches, debris or overhanging slide label may interfere with or even prohibit successful scanning. Slides must be fully dry before submission. *Note: If manual scanning is required for sub-optimal slides, then hourly technical fees apply. Refer to HTRC's website for more information: https://voices.uchicago.edu/htrc/.*

Drop-off and pick-up slides for scanning at Billings P-524. Slides must be picked up within 30 days of notification. You will be billed for slide storage beyond the 30 days.

Scanned slide files will be stored on the server for at least 90 days.

Contact Information

Date:_____   **Name:**_____

Phone/Pager:_____   **Email:**_____

Project PI:_____   **Department:**_____

Have you had slides scanned with the HTRC before?   Yes   No

Slide Information
Number of Standard Slides Submitted:_____

Magnification: 20x (Standard)   40x

Number of TMA slides (additional cost):_____

Slide Image Re-Naming Required?   Yes   No

Do you need images in eSlideManager?   Yes   No

FOR INTERNAL USE ONLY:

Scanned Date: _____

Scanned By: _____

Storage location: _____

For questions, please contact: DigitalPathology@bsd.uchicago.edu