



<b>Instructions for Completing the Sample Submission Form</b>
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- Under "**Contact Information**," write the mailing address of the firm and the name/contact information of the person to receive results. Please indicate your preferred method for results communication (check the appropriate box for fax, email, or mail).
- Under "**Billing Information**," please write the address the invoice should be mailed to, and the "Attention" person, if applicable. Additionally, please provide a Purchase Order Number or Credit Card information. (For credit card payment, include card type (i.e. Visa, MC), card number, name on the card, and expiration date). This **MUST** be completed. **Please note: samples will not be processed until proper billing information has been provided.**
- Circle the "**Species**," to indicate the sample origin. ONE SPECIES PER FORM PLEASE. If this form pertains to a group of samples that will ship in more than one package, attach a copy of the form to each package.
- Under "**Group ID**," please indicate your designation for a specimen or group of animals.
- Under "**Number per Group**," please indicate the number of animals in each group. A group may consist of just one animal. Please label each shipping container with a group Id. When you receive results, this number will appear in the heading row as Customer ID. We will assign a consecutive "Charles River ID" number to each animal in a group.
- Under "**Strain, Age/DOB, an Sex**," please record the age in weeks, or DOB as month/day/year. Record sex as "M" for male or "F" for female. This information is optional, but very helpful.

<b>Supplemental Information</b>
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Protocol Codes	Protocol Description
<b>HP</b>	H&E Slide Prep
<b>PE</b>	Process and embed only
<b>BHO</b>	Block to H&E slide only
<b>USO</b>	Block to unstained slide only
<b>DIGPH</b>	Digital Photographs
<b>INT</b>	Interpretation by pathologist
<b>NEC</b>	Exam formalin fixed whole animal
<b>NECP</b>	Exam formalin fixed whole animal by Pathologist
<b>GEO</b>	Gross exam only formalin fixed whole animal
<b>TEP</b>	Exam of formalin fixed tissues by pathologist
<b>SPS</b>	Special Stain
	Specify Stain:
Please contact Jason Burrill, Histology Manager for pricing experimental studies and scheduling large orders	
<b>1-781-222-6152</b>	

**Please Ship Samples to:** Charles River Laboratories  
 Histology Laboratory  
 251 Ballardvale Street  
 Wilmington, MA 01887  
 Tel: 781-222-6592