

Dear Researcher,

The Histopathology Shared Resource would like to notify you of our new location at Marquam Plaza effective September 28, 2011. Our new address and contact information is as follows:

Marquam Plaza  
2525 SW 3<sup>rd</sup> Ave, Room 235  
Portland, OR 97201  
Telephone: (503) 494-9631  
Fax: (503) 494-9649

You are more than welcome to come to our new location and drop off your samples directly. All you need to do is notify us that you will be stopping by. Once you arrive, use the phone by the front door and call extension ext. 4-3655. State that you are headed to Room 235 and they will buzz you in. Once inside, take the elevator to the 2<sup>nd</sup> floor. Follow the map (included in this letter) to our Histopathology Shared Resource Lab.

If traveling to Marquam Plaza is not an ideal option, then our courier service will be able to send your samples from OHSU campus to our location. All you need to do is drop them off at the following location:

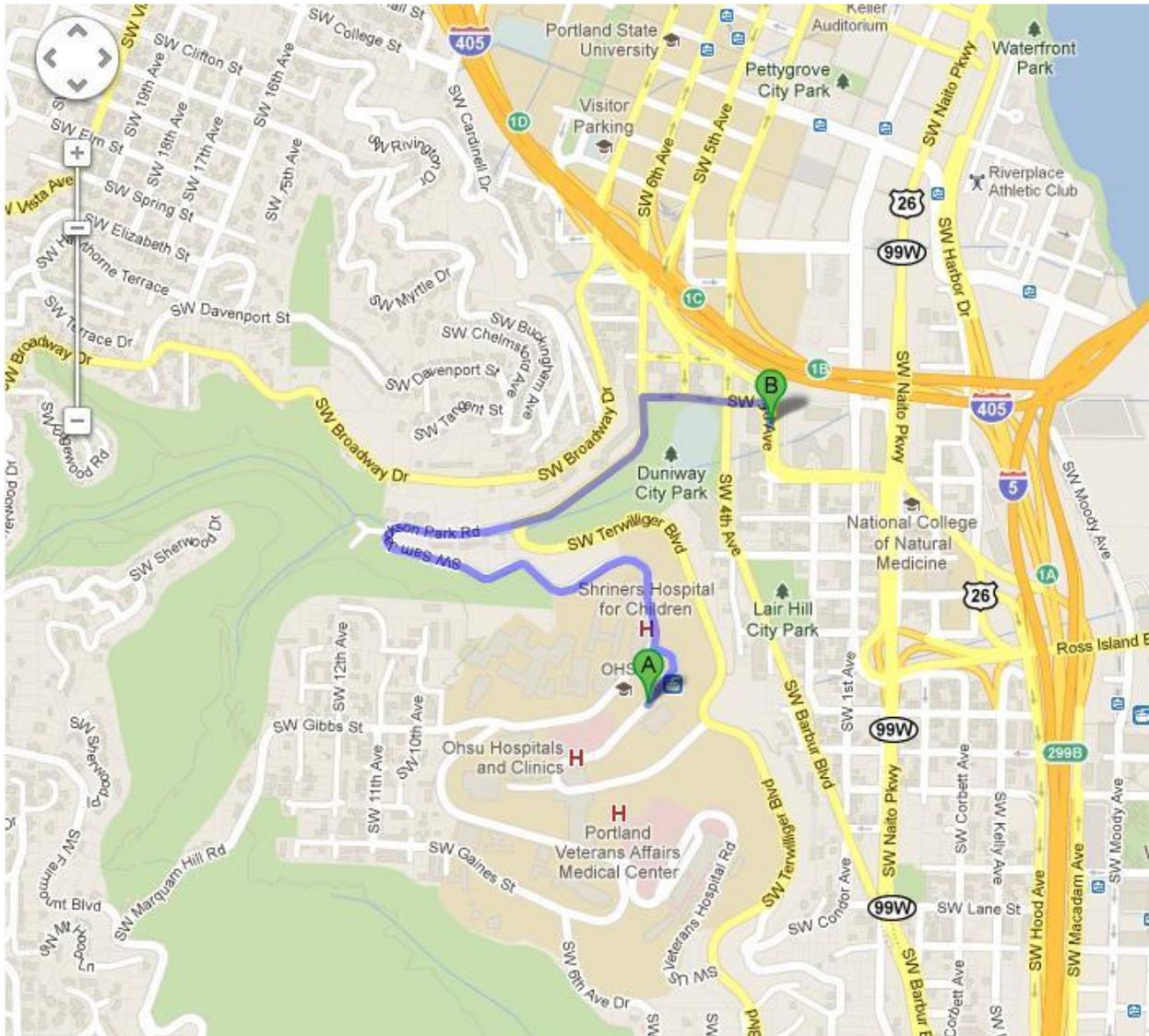
Richard Jones Hall  
1<sup>st</sup> floor, Room 1314

At Richard Jones Hall, just take the elevator down to the first floor (When you enter the building you are actually on the 3<sup>rd</sup> floor, not the 1<sup>st</sup> floor). Once you find Room 1314, you need to fill out a Worksheet Request Form and follow the instructions posted on where to drop off your samples. It is important to note that the responsibility will be **on the researcher** to pack their samples at the appropriate temperature for transportation. For more information, please refer to the "*Notes about the Histopathology Shared Resource Sample Drop-off and Courier Service*" sheet (included in this letter).

If you have any questions or need additional information please contact us by phone or by email ([gendronc@ohsu.edu](mailto:gendronc@ohsu.edu), [forquer@ohsu.edu](mailto:forquer@ohsu.edu) or [zarcenoj@ohsu.edu](mailto:zarcenoj@ohsu.edu)). Please feel free to forward this information on to colleagues and staff who may find this information useful.

Thank you.

## Directions from OHSU to Histopathology Shared Resource

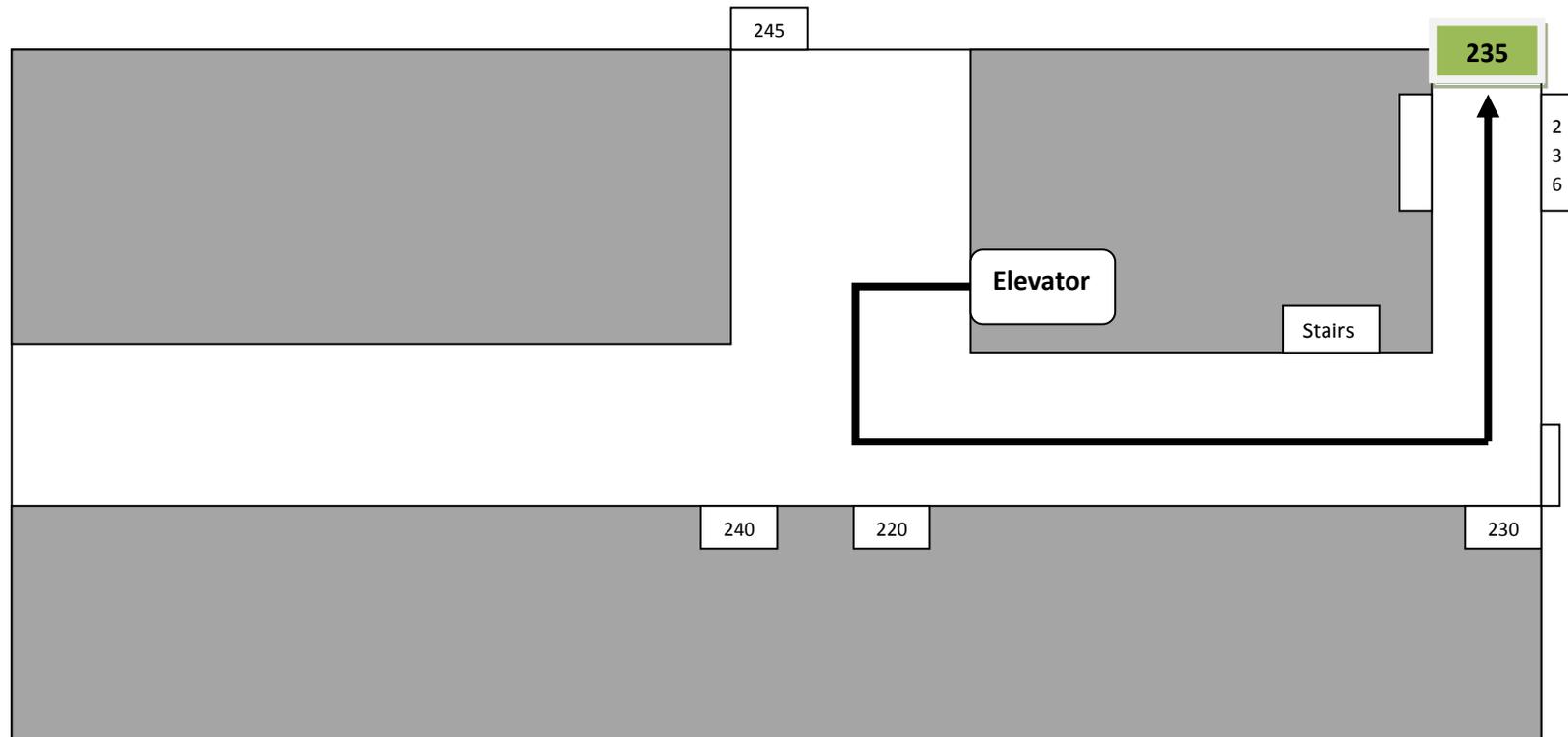


**A** OHSU  
3181 SW Sam Jackson Park Rd, Portland, Oregon 97239 - (503) 494-8311

1. Head **northeast** on **SW Campus Dr** toward **SW Sam Jackson Park Rd** go 0.1 mi  
total 0.1 mi
- ↗** 2. Turn **right** onto **SW Sam Jackson Park Rd** go 0.6 mi  
total 0.8 mi  
About 2 mins
3. Continue straight onto **SW Terwilliger Blvd** go 0.3 mi  
total 1.0 mi  
About 1 min
- ↗** 4. Turn **right** onto **SW Sheridan St** go 0.2 mi  
total 1.2 mi  
Destination will be on the right  
About 1 min

**B** 2525 SW 3rd Ave, Portland, OR 97201

Map of Marquam Plaza 2<sup>nd</sup> Floor: How to get to Histopathology Shared Resource



Once you arrive at our door (Room 235) you can call our extension using your cell phone or ring our doorbell to let us know that you are here. Someone will greet you at the door and let you in.

# Notes about the Histopathology Shared Resource Sample Drop-off and Courier Service

- 1) The responsibility will be *on the researcher* to pack their samples at the appropriate temperature for transportation.
- 2) Sending us an email to let us know that samples are on their way (especially cold temperature samples) would be helpful.

Carolyn Gendron [gendronc@ohsu.edu](mailto:gendronc@ohsu.edu)

Kerri Forquer [forquer@ohsu.edu](mailto:forquer@ohsu.edu)

Joscelyn Zarceno [zarcenoj@ohsu.edu](mailto:zarcenoj@ohsu.edu)

- 3) You are always welcomed to drop-off/pick-up your samples in person!

Marquam Plaza is located at:

2525 SW 3<sup>rd</sup> Avenue

Portland, 97201.

Here is a link with driving instructions:

<http://www.ohsu.edu/xd/about/services/human-resources/driving-directions-to-hr.cfm>

Our lab is located in Room 235. Our phone number is 503-494-9631. Our Mail Code is MP235HSR.

- 4) Here is the link for the OHSU to Marquam Plaza shuttle service:

<http://www.ohsu.edu/logistics/CampusShuttleSchedule.pdf>

(The shuttle trip is very quick from OHSU to Marquam Plaza, however, the return trip will take 40-45 minutes. If you have a Tri-Met pass, taking the Number 8 bus back up the Hill would probably be much faster).

- 5) Your feedback, as we make this move and settle into our new lab space, is very much appreciated. Please let us know if there is *anything* we can do that would be helpful to you.

## Instructions on how to get to the Specimen Drop-off Location

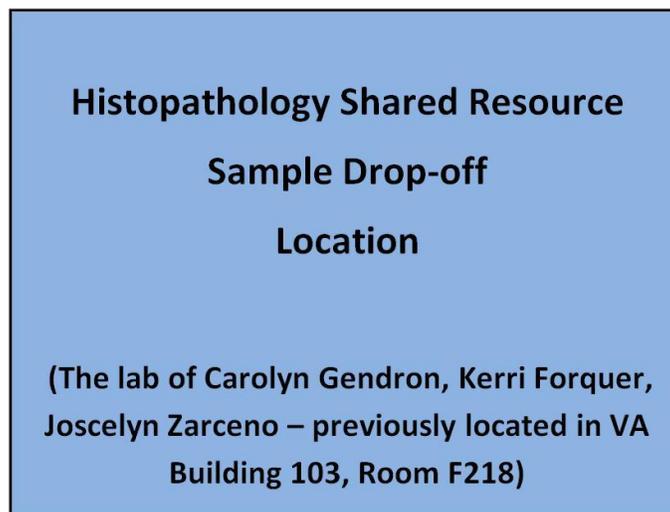
Our drop-off location is located in Richard Jones Hall in room 1314.

(Richard Jones Hall is building number 2 on this map of campus: <http://www.ohsu.edu/xd/health/ohsu-near-you/portland/marquam-hill/upload/OHSU-facilities-map.pdf>).

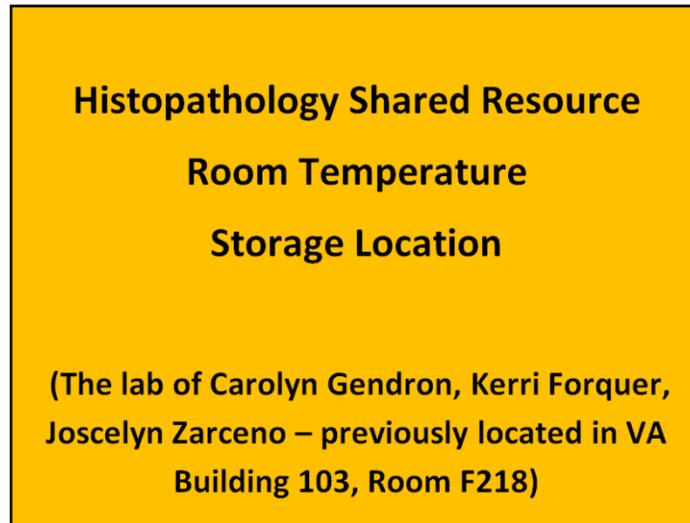
Richard Jones Hall is an older looking all-concrete building on the west side of the Vollum Institute. Please make sure you enter through the door closest to the Vollum Institute, not through the doors to the Jones Hall Addition.

Also, it will be helpful to know that when you enter our building, you'll be on the third floor, and you will need to come down two flights to the first floor. The elevator is located directly to your left when you enter the building.

From the elevator, the drop-off location will be directly across the hallway from the elevator. There is a Blue sign reading "Histopathology Shared Resource Sample Drop-off Location" on the front of the door. Just look for the following sign:

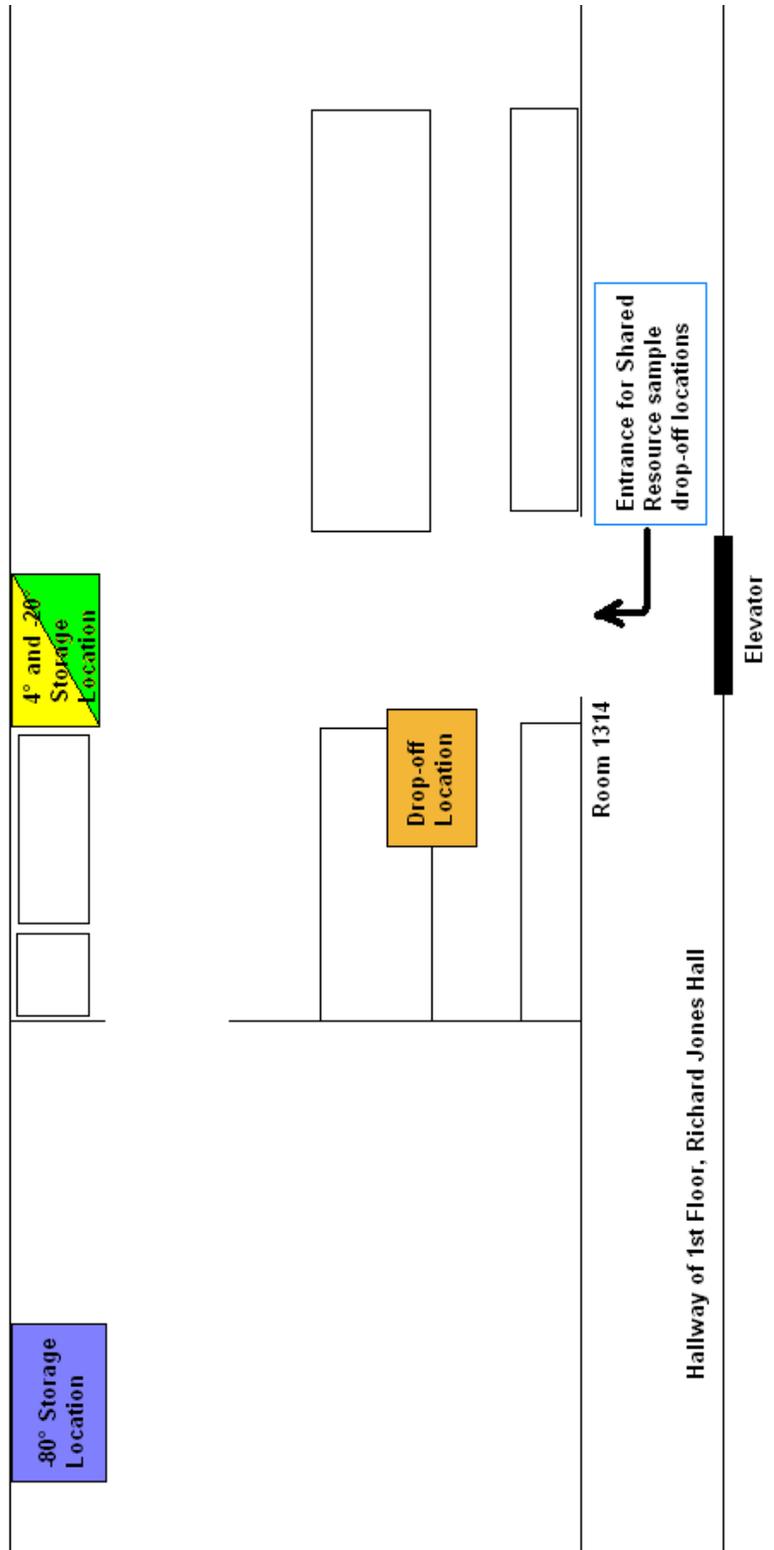


Our drop-off bin will be inside the doorway and on your left. There is a large bin with an orange sign that designates our area.



The drop-off area is located in the Pathology Translational Research Laboratory (PTRL) office area. People will be working in there, but do not hesitate to go into the room. Everyone is very nice and willing to help out. The PTRL phone number is 4-0322. Additionally, Erin Popelka is a contact for us and can help answer questions you may have ([popelka@ohsu.edu](mailto:popelka@ohsu.edu), OHSU ext. 4-68374).

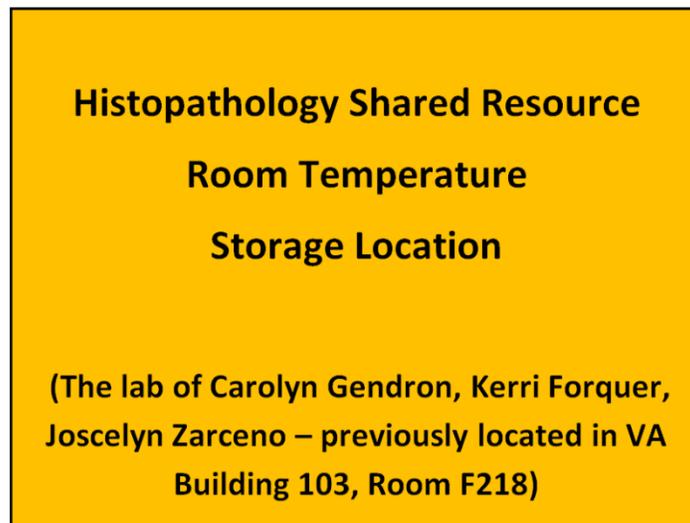
Here is a map showing where all of our storage spaces are located in Room 1314



# \*\*\*INSTRUCTIONS\*\*\*

## Samples Stored at Room Temperature

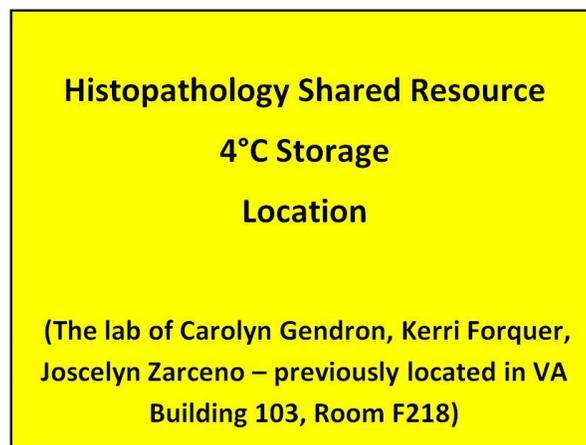
1. If your samples are in any sort of liquid (formalin, PFA, 70% ethanol, PBS, ect.) **double bag** your samples in ziplock bags.
2. Fill out the Work Request Form **completely** and place the form inside the first ziplock bag so that it is with your samples.
3. Place your bag of samples inside the Room Temperature Storage Location bin. The Storage Location bin has the following sign attached to it:



# \*\*\*INSTRUCTIONS\*\*\*

## Samples Stored at 4°C

1. Place your samples inside a white freezer box ***with the appropriate packing materials (wet ice) to maintain the correct temperature while the samples are in route for delivery.***
2. Fill out the Work Request Form **completely** and place the form inside the freezer box along with the samples.
3. Fill out a Storage Label and affix to the top of the freezer box.
4. Place freezer box inside the yellow labeled bin in the 4°C Storage Location refrigerator. The Storage Location refrigerator has the following sign attached to it:

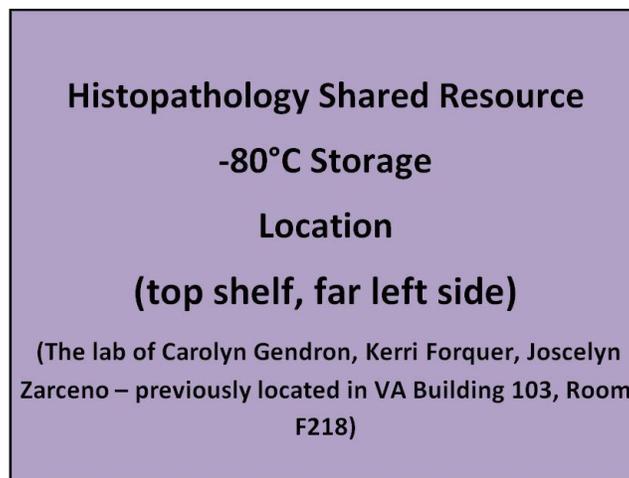


5. Fill out a yellow 4°C Storage Delivery Form and place inside the Room Temperature Storage Location bin.

# \*\*\*INSTRUCTIONS\*\*\*

## Samples Stored at -80°C

1. Place your samples inside a white freezer box ***with the appropriate packing materials (dry ice) to maintain the correct temperature while the samples are in route for delivery.***
2. Fill out the Work Request Form **completely** and place the form inside the freezer box along with the samples.
3. Fill out a Storage Label and affix to the top of the freezer box.
4. Place freezer box on the far left hand side of the top shelf of the -80°C Storage Location freezer. The Storage Location freezer has the following sign attached to it:

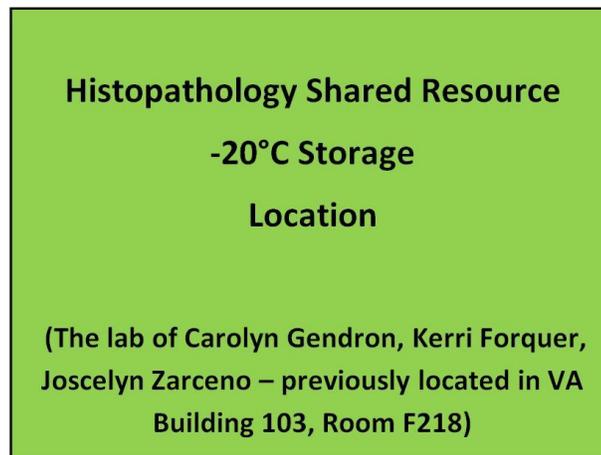


5. Fill out a purple -80°C Storage Delivery Form and place inside the Room Temperature Storage Location bin.

# \*\*\*INSTRUCTIONS\*\*\*

## Samples Stored at -20°C

1. Place your samples inside a white freezer box ***with the appropriate packing materials (dry ice) to maintain the correct temperature while the samples are in route for delivery.***
2. Fill out the Work Request Form **completely** and place the form inside the freezer box along with the samples.
3. Fill out a Storage Label and affix to the top of the freezer box.
4. Place freezer box inside the -20°C Storage Location freezer. The Storage Location freezer has the following sign attached to it:



5. Fill out a green -20°C Storage Delivery Form and place inside the Room Temperature Storage Location bin.

# **\*\*\*INSTRUCTIONS\*\*\***

## **Specimen Pick-up**

1. Specimens ready for pick-up will be stored on the shelf directly above the drop-off bin
2. All completed Histopathology Shared Resource work will be stored in a ziplock bag with your name, PI, and date of return shipment written on the front as well as your own copy of the Histopathology Shared Resource Worksheet you submitted with your samples.