

Immunohistochemistry Facility (IHC)

Operator and User Regulations

The following regulations apply in accordance with the

OPERATING GUIDELINE No. 83 PURSUANT TO SECTION 12 GENETIC ENGINEERING SAFETY REGULATIONS FOR LABORATORIES, SECURITY LEVEL 1

displayed in the laboratories

In addition, the following regulations apply to the IHC Lab:

Equipment use:

- Access to the IHC lab will be granted to internal research groups (Uniklinik and RWTH Aachen) as well as external companies and institutes.
- Requests for the use of the IHC can be sent by e-mail to immunohistochemistryfacility@ukaachen.de or by contacting the Facility Manager or staff.
- The Facility manager and staff will support users and give advice on how to establish and carry out new projects.
- Working with various devices (microtomes, dispensers, microscopes, etc.) is permitted only after receiving detailed instructions on proper use by IHC staff.
- Before using the devices, all users must enter their details in the relevant device log books (name, department, phone number, start- and end time).
- All users have the same rights in terms of booking devices or services. In case a device or service is fully booked the Manager or staff of the facility decide about further access.
- As far as possible all work should be completed between 7:30 am and 4:30 pm. Using the laboratory outside of these times must be arranged with IHC staff.
- At the end of the work session, an entry has to be made in the logbook with date, period of use, user name, institute/clinic and contact information (e-mail, phone number). This logbook and the booked time in the calendar are the basis for calculating fees.
- The entries in the device logbooks are only used to generate invoices and anonymous usage statistics.
- Repeated missing or incorrect entries in the logbook may lead to exclusion from the facility.
- All revenues (user fees) of the facility will be used for the maintenance, repairs and buying of new devices and equipment for the infrastructure of the facility.
- Devices must be cleaned and left in impeccable condition after use.
- Equipment malfunction must be reported to IHC staff immediately.
- The dehydration device may only be used by IHC staff.
- As contract work is conducted in the IHC lab, the staff of the IHC have priority use of all equipment.
- Offenses against these regulations can lead to exclusion from the IHC facility.

Contract work:

- An order form must be completed and signed by the project manager for all contract work. The names of the project manager and all other users as well as the internal fund or cost centre (Innenauftrag) for the payment of the services need to be stated.
- Users of the RWTH need to state the reference number of their institute (Institutskennziffer).
- The order form will remain valid for an accounting period of 6 months, the first half or the second half of the year.
- The pre-treatment of samples submitted for creating cuts and/or staining must be accurately documented.
- Orders will be processed according to the date of receipt.
- All samples for dehydration must be registered no later than 3 pm the day before and submitted to the IHC no later than 2 pm. Containers must be clearly marked (name, department, phone number)
- As pre-treatment of tissues (fixing type and duration, embedding) is crucial for the cutting properties of paraffin blocks and the quality of histological/immuno-histological stains, the IHC cannot guarantee that cuts and/or stains always meet the expectations of the customer.

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Please note

IZKF Core Facility users are obliged to refer to the support provided by the facility as an acknowledgement in their publications. Please use the following wording:

This work was supported by the "Immunohistochemistry (IHC) facility", a core facility of the Interdisciplinary Center for Clinical Research (IZKF) Aachen within the Faculty of Medicine at RWTH Aachen University.

OR

Diese Arbeit wurde unterstützt durch die "Immunohistochemistry (IHC) facility", eine Core Facility des Interdisziplinären Zentrums für Klinische Forschung (IZKF) Aachen der Medizinischen Fakultät der RWTH.