

Tissue Embedding and Histology Unit

Conditions and Guidelines

Conditions

A first introduction and training session is mandatory for new users to assure proper handling of the service equipment. Please contact Melanie Nelles from the group of Dr. Catherin Niemann to book your individual introduction and training. More intense practical training (e.g. for the microtome and cryotome) is possible on special demand.

Contact:

Melanie Nelles

Group Dr. Niemann

Room: 1.032

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Participation in introduction and training session qualifies for registration (<https://postgraduate-program-molecular-medicine.uni-koeln.de/leicapark>) to the TEHU service unit, access to devices and to the online booking system. To improve the service we implemented an online-booking system for using the AVTP and PES devices and additionally, the individual microtomes. Furthermore, to promote discussions and help with protocols/methods among the users we will introduce and oversee an online 'protocol and help board'.

Guidelines

Tissue infiltration (AVTP)

Generally, the device will be started every Tuesday and Thursdays at 3 pm.

To register the amount of samples use the following link [Registration TIM](#) until 1.00 pm to allow organizing the operation procedures. Your samples should be brought to room 2.019 on the 2nd floor before 2.00 pm.

For any questions and help with sorting your samples please contact Melanie Nelles (phone: 89500; room 1.032 CMMC building).

Embedding

Following paraffin infiltration you are obliged to embed the tissue the next day. To this end, an introduction for handling the embedding machine is required. It is not recommended to leave your samples in the embedding machine for a long time since this will impact the quality of samples.

You can also arrange with the TEHU service to embed tissue samples. Please contact Melanie Nelles and discuss your special requirements.

Sectioning

To use the Mikrotom or the Cryotom you have to make a [reservation](#).
First you have to registrate (<https://postgraduate-program-molecular-medicine.uni-koeln.de/leicapark> ->equipment booking ->register as first time user ->reservate time on the device of choice). If you never worked before on the mikrotom or the cryotom you need training on sectioning. We offer this training for an expense allowance of 25€. If you already worked on the mikrotom or the cryotom you just have to get an introduction.

For both training and introduction you have to make an appointment.

Contact:

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Service charge (in Euro €)

Service:		
Training/ Introduction		30€/h
Tissueinfiltration (TIM)		1,-€/block
Paraffin sections		1,-€/slide
Cryo sections		30€/h
H&E staining		1,-/slide

Rules for Citation and Co-Authorship

The German Science Foundation (DFG) evaluates the impact and importance of core facilities to the cluster/institute/university based on their number of acknowledgements, citations and co-authorships. To ensure that the Tissue Embedding Histology Unit (TEHU) can continue to provide the best service possible, maintain staff and equipment and acquire new equipment, it is important that all users adhere to the following guidelines.

Acknowledgments

As soon as data were acquired within the TEHU or the TEHU staff, the role of the facility has to be cited within the acknowledgments. This includes publications, talks, as well as Bachelor, Master and PhD theses. Also please let us know whenever you acknowledge the CMMC TEHU!

Example:

We thank the CMMC TEHU (and STAFF MEMBER) for their support (in tissue processing/cutting/staining).

Co-Authorship

Core facilities have to bill for their service to keep the equipment in excellent condition, maintain staff, pay for device updates and consumables to obtain an optimal working environment for their users. Despite this fees, common rules for co-authorship also apply to TEHU staff (substantial intellectual or experimental contributions). Prior to a substantial contribution, the user has to inform the PI; the TEHU further strongly suggests that a meeting between everyone involved (user, PI, TEHU staff and Head) should be held.