

MiCORES

<https://umich.corefacilities.org/>

MiCORES ULAM Pathology Core

[https://umich.corefacilities.org/sc/5711/UMich ULAM Pathology Core](https://umich.corefacilities.org/sc/5711/UMich%20ULAM%20Pathology%20Core)

University of Michigan Internal Clients Only

Principal Investigators should automatically have MiCORES accounts.

Laboratory Personnel - MiCORES Account Creation & Access: (U-M Level-1 credentials)

- Create a MiCORES Account (internal users)
- Request Access to a Core
- Request Access to PI Lab/short codes

Investigators - Lab Management in MiCORES: (U-M Level-1 credentials)

- Accept/Decline Membership Requests
- Add Members to your MiCORES Lab
- Assign a Lab Manager to your MiCORES Lab
- Assign Short Codes to Lab Members
- Request Access to Additional Short Codes

External Clients

The ULAM Pathology Core welcomes requests from customers outside of the University of Michigan. A signed service agreement (SSA) must be executed between your institution and the University of Michigan. You will also need to have a MiCORES (iLabs) account and a valid PO on file before samples can be submitted.

To register for a MiCORES (iLabs) account, follow these steps:

1. If you already have an iLabs account, sign in under that account and start with step #3.
2. [Register for a MiCORES account](#) as in “MiCORES: Creating a Non-UMICH User account?”
3. [Return to MiCORES](#) and login (after account confirmation). Search for UMICH ULAM Pathology Core.
4. After receiving access to the Core, complete all contact information including:
 - a. For the lab/company requesting the service
 - b. Institution/Company’s Accounts Payable address to receive/pay invoice
 - c. Enter your payment information in the “Purchase Order” filed, enter your PO #, and attach the PO document. If you do not yet have a PO#, type “Purchase Order” and update the PO # when available for work to begin.

Contact us at ULAM-PathologyCore@umich.edu for project estimates and for SSA.

How to Submit a ULAM-Pathology Core Service Request

UMich ULAM Pathology Core

1

Request services

M

MEDICAL SCHOOL
UNIVERSITY OF MICHIGAN

About Our Core

Scheduling

Request Services

View My Requests

Unavailable-Not Monitored

▼ Service Requests

Request Services from the ULAM Pathology Core

request service

2

Identify the Service Type heading for your test

♦ To begin a new Service Request, click the "request service" button to the right →

♦ Service type headings and associated tests are below. Use these headings in the Service Request form to find your desired test.

Hematology/Chemistry (ADL services)

- CBC, Clinical Chemistry

Other Clinical Pathology Testing (ADL services)

- Urinalysis, Parasitology, Herpes B Exposure, Microbiology, External Lab Services, PCR

Anatomic Pathology Services

- Necropsy, Histology (Paraffin or Frozen), Immunohistochemistry (IHC), Special stains, Spatial Biology, Digital Slides, Pathology Interpretation

ULAM: Colony Health (ULAM use only)

- Biological Indicator

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Click request service

Need a Consultation/Project Cost Estimate?
Unsure what services to request or need a Pathology Consultation? Request an evaluation or consultation by contacting us at ULAM-PathologyCore@umich.edu.

- [Board-certified veterinary pathologists](#)
- Descriptive or semi-quantitative interpretation
- Quantitative morphometry and digital image analysis

Email us if you don't know what tests to request

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Enter your name to find your account

For new clients, use

person

search within: ☒ current customers ☐ this institution ☐ All

type in the person's first name then last name for whom you'd like to create a request

Claire researcher

Claire Researcher

iLab Test (Testing) Lab

claire.researcher@ilabx.com

222-444-6688

Services Offered

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Request Name: 22-[CID]-Cafferata-J

Customer: Claire Researcher Lab: iLab Test (Testing) Lab

Email: claire.researcher@ilabx.com Phone: 222-444-6688

A Service ID is automatically assigned to your request. Do not change.

Customer Experiment ID (Optional)

Add your own project identifier (optional).

All questions identified by a red star are required in order to submit the completed form for review.

First-time user? A pictorial guide to filling out this form is available on our [website](#): [ULAM Pathology Core MiCORES Submission Guide](#)

★ Requested Services:

(Select all that apply)

- ☒ Hematology/Chemistry
- ☐ Other Clinical Pathology Testing
- ☒ Anatomic Pathology Services
- ☐ ULAM: Colony Health

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Select *Service Areas* that apply. More than one Service Area can be selected for the same experiment.

Unrelated requests (different experiments) should be submitted as separate requests.

More than 3 new antibody titrations should be submitted as separate requests.

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Questions will appear based on your selection(s). Questions with red asterisks must be answered. Please be thorough.

★ Requested Services:

(Select all that apply)

- ☒ Hematology/Chemistry
- ☐ Other Clinical Pathology Testing
- ☒ Anatomic Pathology Services
- ☐ ULAM: Colony Health

★ ULAM Clinical Case:

- ☐ Yes
- ☒ No

★ Select Species:

Mouse

★ Temperature dependent (check all that apply):

- ☒ Room Temperature
- ☐ Refrigerate 4°C
- ☐ Freeze -20°C
- ☐ Freeze -80°C

★ Do your samples contain hazardous materials? e.g. BSL2, chemical hazards, etc.

- ☐ Yes
- ☒ No

Do your samples require RNase/DNase-free handling?

- ☐ Yes
- ☒ No

Items to be returned? (wet tissue, antibodies, slide boxes, containers, serum, etc)

Tissue blocks and slides

★ Describe your project. (e.g. sectioning diagram, tissue target, focus of pathology review, previous communications, treatments/genotypes that affect results). You may also upload supporting documents below.

Mouse acetaminophen study: serum for liver enzymes, liver for histology and pathology interpretation



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★ Please enter quantity and click "Add selected services":



No!

0	Blood Smear (prep only)
0	Complete Blood Count (CBC) w/Auto Differential
0	Hematocrit, Spun
1	Manual (WBC) Differential
0	Reticulocyte Count
Add selected services	



Yes

0	Blood Smear (prep only)
0	Complete Blood Count (CBC) w/Auto Differential
0	Hematocrit, Spun
1	Manual (WBC) Differential
0	Reticulocyte Count
Add selected services	

✓ Selected charges added (see below). Click only to add again.



Add quantity desired for each service.

Click **Add Selected Services** button once for each **group** of services.

Look for the green check to confirm services were added!

If you wish to add more services, make sure to delete the prior number before pressing again. You can also delete or edit requested services at the bottom of the form

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Request a drop-off appointment: location, day, and time. External clients: indicate desired shipping date. You will be sent shipping instructions.

Sample Drop-Off Appointment

DROP OFF BY APPOINTMENT ONLY. You will receive notification of a 15 minute spot within your preferred interval.

Please do not drop off samples until you receive an appointment confirmation email from the ULAM Pathology Core.

Label your samples with the Service ID. This will appear AFTER submission and also in your email confirmation for sample drop-off.

Indicate your preferred location and day/time to drop-off your samples below. Note: A minimum of 24 hours' notice is required for all ULAM Pathology Core requests.

★ Preferred Drop-Off Location:

- ☐ MSAB-3527 (M-F 9am-3pm)
☒ NCRC B36-G183 (M-F 9am-4pm)
☐ No preference

Preferred Drop-Off Day/Time:
(select all that apply)

★ One-time drop-off: Date (at least 24 hrs advance notice)

02/27/2025

Recurring drop-off: Date(s) (at least 24 hrs advance notice)

★ Preferred time-interval

- ☐ Between 7:00 a.m. – 9:00 a.m. (ULAM personnel only)
☐ Between 9:00 a.m. – 11:00 a.m.
☒ Between 11:00 a.m. – 1:00 p.m.
☐ Between 1:00 p.m. – 4:00 p.m.



UNIT FOR LABORATORY ANIMAL MEDICINE
PATHOLOGY CORE
 UNIVERSITY OF MICHIGAN

Please save your form! [save completed form](#) [save draft of form](#) [lock and save form](#)

Save before submitting. If you need more time, save draft

Date	Time	Service	Quantity	Unit Price	Total	Billing Status	Work Status
Sep 26	10:23 AM	Mini Liver Panel (ALT, AST) ADL Services	6.0	\$46.51	\$279.06	Not Ready To	Proposed
Sep 26	10:25 AM	Complete Blood Count (CBC) w/Auto Differential ADL Services	4.0	\$43.30	\$173.20	Not Ready To	Proposed

[add service](#) [add charge](#) [add form](#) [add milestone](#) [sort manually](#) [add event](#)

Build a quote, or add components to a new or running request using the 'add' links above.

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Thoroughly review the form. Check test quantities: edit quantities or delete tests (red X)

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If you have a quote from our business office, click 'add form' to attach. External clients must add: Quote, PO, Sample list (sample list is added earlier in form)

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Review payment information: Ensure correct short code is selected. Use help ? to request shortcode access if needed. External clients will be asked for a PO # at this step instead of shortcode.

Payment Information

Please enter the Short Code

%	Short Code	Amount
1 100.0 %	Select Short Code...	
100.0%	Total Allocated	

A Quality Assurance Fee (QAF) of 20% will be applied to all ULAM charges on non-sponsored projects (funds 10000, 30000, 40000, 54010) within the Medical School. Contact ulam-questions@umich.edu if you are not sure if this applies to you.

Skip approval? ☐

+ Split Charge

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When review is complete and payment info is verified, click 'Submit request to Core'

[submit request to core](#) [save draft request](#) [Cancel](#)



Activity After Service Request Submission

Sample Drop Off & Pick Up

1. The Path Core team will review/approve your request and schedule an appointment for you to drop off your samples.
2. **Wait** until you receive an email confirmation with your drop-off location, date/time.
3. **Label** your sample with the **Service ID** found in the email confirmation and on your MiCORES request. This will avoid delay and confusion.
4. Drop off your **labeled sample** at the confirmed location.
5. Your appointment will appear in “My Reservations” when you login to MiCORES and in the “Events” section of your service request.
6. When your request is complete, the Path Core team will contact you to schedule a pick up location and date/time.

Monitor Service Request Progress

- Check MiCORES** before contacting the Core with questions about the progress of your request.

date	for	service id	status
May 04 2021 (May 04 2021)	Claire Researcher iLab Test (Testing) Lab	22-[CID]-Cafferata-J Services Offered	Waiting for Core to Agree
ADL			



Login In [MiCORES](#) select the [View My Requests](#) tab to see your submitted service request. Use blue arrow to expand details.

Forms and Request Details						
Jan 27 04:07 PM	Paraffin Processing and Embedding Histology Services	Quantity: 1.0	Unit Price: \$7.72	Total: \$7.72	Billing Status: Ready To Bill	Work Status: Completed

Expand *Form and Request Details* for the status of individual services

Events			
Resource	Start time	End time	
Sample Drop-off/Sample Pick-up: NCRC (NCRC)	01 Feb 10:15	01 Feb 10:30	

Expand *Events* to view your sample drop off and pick up appointments or equipment and room reservations

Attachments & URLs	
 sample_submission_gri... 2022 Jan 26 @09:31 size: 9 KB note: 7 animals for each day	
 22-744- r_24HR_C... Anna Colvig 2022 Jan 27 @13:51	

Review *Attachments & URLs* to view test results and other related documents, e.g. sample submission details

Comments	
Jan 27 '22 01:25 PM	[Name] said Thank you for your question. Yes, I would like the two pieces to be in two separate cassettes. And yes, I want 1 H&E slide per block.
Jan 27 '22 12:50 PM	Pavlina Zafirovska said Hi [Name], Thank you for independently submitting your histology request via MiCores/iLabs! To clarify, would you like us to place the two pieces in

Review *Comments* for important communication from the Path Core regarding your service request.