



# THE JOINT PATHOLOGY CENTER (JPC) INSTRUCTIONS TO CONTRIBUTORS FOR REGISTRY SUBMISSIONS

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## GENERAL INSTRUCTIONS:

Use the the **Registry Submission Acknowledgment and Receipt Form** for the submission of case materials to the Joint Pathology Center (JPC) for the following JPC war-related Registries:

- a. Former Prisoners of War (POW)
- b. Agent Orange/Vietnam Service (AGO)
- c. Kuwait/Persian Gulf War 1990 - 1991 (KUW)
- d. Operation Iraqi Freedom/Iraq service 2003 - Present (IRQ)
- e. Operation Enduring Freedom/Afghanistan service 2001- 2021 (AFG)

Please complete all sections except the gray sections which are for JPC use only. When the JPC gray sections are completed, the form will be faxed back to the submitting Veterans Administration Medical Center (VAMC) to acknowledge receipt of the materials listed. Individual faxes for each submitted case will no longer be provided by JPC.

## ITEMIZED INSTRUCTIONS:

1. CONTRIBUTOR: Include Department name, VAMC, Street address, City, State and ZIP code.
2. CONTACT NUMBER: Enter the ten digit numbers for the submitting VAMC Pathology Department.
3. SUBMITTED: Enter the date the submission is sent to the JPC.
4. JPC USE ONLY
5. a. PATIENT NAME: Self-explanatory  
b. SSN (Last Four): Enter the last four digits of the patient's social security number.
6. CONTRIBUTOR'S ACCESSION NUMBER: The written number on the glass slide(s), paraffin block(s) or fixed wet tissue container(s).
7. MATERIALS SENT (*Quantity*): Enter the number in the appropriate section.



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a. **PATH/CYTOL REPORT:** Send the final pathology or cytology report for the submitted material. The report number should match the number on the submitted material. If double numbered, the report must reference the number on the material labels.

b. **GLASS SLIDES:** We will accept fixed, stained and cover slipped glass slides, and fixed unstained uncover slipped slides. If a fixative other than formalin has been used, it should be noted in the contributor's Pathology/Cytology report. No unfixed or fresh frozen material is to be submitted to the Registries.

c. **PARAFFIN BLOCKS:** We will accept fixed, paraffin-embedded tissue blocks. If a fixative other than formalin has been used, it should be noted in the contributor's Pathology/Cytology report. No unfixed or fresh frozen material is to be submitted to the Registries.

d. **WET TISSUE:** We will accept formalin-fixed wet tissue in appropriately sealed containers per the JPC Submission Manual. No unfixed or fresh frozen material is to be submitted to the Registries.

8. **REGISTRY:** Indicate the Registry(s) to which the submitted material should be accessioned using the three letter abbreviations given above under "GENERAL INSTRUCTIONS".

9-11. JPC USE ONLY

## **SHIPPING INSTRUCTIONS:**

Please refer to the JPC Submission Manual for shipping instructions available at [www.jpc.capmed.mil](http://www.jpc.capmed.mil). Include "ATTN: Registry Submissions" in the JPC Address.

## **QUESTIONS:**

If you have additional questions, please contact the JPC Customer Service at [dha.ncr.ncr-medical-dir-jpc.mbx.help@health.mil](mailto:dha.ncr.ncr-medical-dir-jpc.mbx.help@health.mil) via encrypted email or call toll free 1-855-393-3904.