**INSTRUCTIONS TO STEELGATE, INC.**

Steelgate, Inc. (“Steelgate”) will be instructed to adhere to the following processes for the receipt, documentation, photography, and storage of the Pathology Specimens. Plaintiffs will provide a HIPAA compliant authorization to Steelgate.

**Receipt of Materials**

Upon receipt of Pathology Specimen(s), Steelgate will notify the Parties via email as follows: FederalBardService@ReedSmith.com for Defendants and \_\_\_\_\_\_ for Plaintiffs.

**Documentation**

Please document receipt of the Pathology Specimen(s) on the applicable Chain of Custody forms.

**Photographs**

Please photograph the Pathology Specimen(s) as follows:

# The photographs should depict the entire specimen (or specimens, if excised in more than one part) with scale and identifiers.

# Confirm that each photograph is sufficiently in focus to allow recognition of specimen detail.

# Take at least two (2) overview photographs of the specimen(s) from overhead.

# Take at least one (1) photograph from each of four equally spaced directions taken at an oblique angle.

# Turn the specimen over and repeat steps 3 and 4, above.

# There should be at least 12 photographs total.

**Weighing**

Please weigh the Pathology Specimen(s) and document the weight in writing and correspond to the appropriate photographs. If the Pathology Specimen is in a container—do not remove, just record data of container.

**Minimize Time in Air**

The time that the Pathology Specimen(s) is left in air should be minimized so as to avoid drying of any residues on the surface of the sample. As soon as photo-documentation is completed, the specimens should he placed in an appropriate container for storage.

**Storage of Materials**

The Pathology Specimen(s) should be stored under appropriate conditions. At this time no division of the Pathology Specimen(s) should take place. Separate instructions will be provided for division and shipping of the Pathology Specimen(s) at a later time.