

SOP # **1**

Subject **Handling transwells for processing & embedding**

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Rev	Effective Date	Author
Date 1/1/2017	1/1/2017	JF

1. PURPOSE

The purpose of this protocol is to effectively process and embed transwells for future staining without damaging the thin cell layer growing on them.

2. SCOPE

This SOP applies to all transwells brought to TACMASR that need to be processed, embedded, cut and/or stained.

3. REFERENCE DOCUMENTS

“Preparation of Costar Transwell Inserts for Histology”

4. RESPONSIBILITIES

Laboratory personnel that is familiar with this protocol, has watched it being done, has the right qualifications should execute this protocol.

5. MATERIALS and EQUIPMENT

- 5.1 Pre-fixed Transwells sitting in 70% ethanol
- 5.2 Pipettes
- 5.3 Scalpel or blades
- 5.4 Tea bags
- 5.5 70% ethanol
- 5.6 Tissue processor
- 5.7 Tissue embedder

6. SAFETY AND CAUTIONARY NOTES

- 6.1 Gloves should be worn when handling tissue and while preparing the tissue cassettes.
- 6.2 Spent formalin and alcohol must be discarded in the chemical waste container in the lab.
- 6.3 All sharps are to be discarded in the sharps container located underneath the embedder.

7. PROCEDURE

- 7.1 Remove excess ethanol from transwells with pipette
- 7.2 Using a new blade, cut the membrane of the transwell along the edge
- 7.3 Place the cut membrane in a tea bag
- 7.4 Fold tea bag several times as to secure the membrane from slipping out during processing

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- 7.5 Place folded tea bag in cassette and snap close
 - 7.6 Keep in 70% ethanol until processing run
 - 7.7 Processing run: TACMASR delayed start
 - 7.8 Carefully remove membrane from tea bag
 - 7.9 Cut circular membrane in half
 - 7.10 Stand both half parallel to each other in embedding mold
 - 7.11 Fill with paraffin and cool on cold plate