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PROCEDURE
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TACMASR OPERATING

SOP # Sheet **1** of **1**

Rev 0		Effective Date	Author
		5/12/2016	Kepler

1. PURPOSE

The purpose of the SOP is to establish the format for preparing tissue that will be processed on the Lieca processor.

2. SCOPE

This SOP applies to all tissue received by TAMASR that is to be processed (dehydrated, clearing and infiltrated) by the Lieca processor.

3. REFERENCE DOCUMENTS

3.1 TACMASR Request Form
3.2 "Histotechnology." Frieda L Carson. 1997
3.3 "Histotechnology." Carson & Hladik. 2009
3.4 TACMASR SOP# XXXXXXX Brady BBP11-34L
3.5 TACMASR Standard Operating Procedure #SOPXXXXX – BradyBBPII Labeler

4. RESPONSIBILITIES

Laboratory personnel preparing samples for histological processing are responsible for following the procedures in this SOP and notifying the lab director when deviations or unexpected events arise.

5. MATERIALS and EQUIPMENT

5.1 70% Ethanol	Leica 100% histology grade
5.2 10% neutral buffered formalin	Fisher 22-110-869 (Richard Allan)
5.3 Tissue Cassettes	Leica
5.4 Cassette sponges	Am Histology Reagent Co. Inc
5.5 Histology pencil	Leica
5.6 Forceps	VWR
5.7 Absorbent Pads	VWR
5.8 bio-wraps 2" x 3"	Surgipath
5.8 Brady BBPII-34L labeler	
5.8 Leica ASP6025 Advanced Processor	

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 Ensure the Investigators bringing samples to the lab have included a completed TACMASR request form in total.

7.1.1 Grant number for billing, PI name, Contact name and email

7.1.2 Describe the specimen section

7.1.3 Type of project (work being requested)

7.1.4 A list of all specimen numbers

7.2 Investigator must sign in their projects in the sign in notebook located on the TACMASR intake bench. This information should include the name, date, time and number of samples.

7.3 Tacmasr staff then assign the T accession number to their TACMASR worksheet. The T accession number assign corresponds to the T number next to the investigators name on the sign in form.

7.4 Note whether samples are in 10% buffered formalin or 70% ethanol. Samples should be placed in 10% buffered formalin for up to 24 hours after they have been collected. Formalin penetrates tissue a 1mm per hour. After that time samples should be transferred to 70% ethanol to be held for processing.

7.5 TACMASR encourages investigators to fix samples in formalin for 24 hours and transfer them to 70% ethanol before bringing them to TACMASR.

7.6 For any samples brought to the lab in formalin, TACMASR staff should transfer them to 70% ethanol and note on the container 70% ethanol as well as the date and time transferred on the investigators TACMASR worksheet.

7.7 Dispose of the spent formalin in the chemical waste container located behind the fume hood.

7.8 Samples are routinely processed every Thursday afternoon.

7.9 Prepare cassette labels using the Brady Labeler and CodeSoft software associated with the computer on the desk space in 0917. Refer to TACMASR SOP# XXXXXXXX.

7.10 When the cassette label has been attached and riveted, place a blue absorbent pad on the work space, using forceps, take the sample out of the investigator vial and transfer it into the labeled cassette. If the sample is small, place it between two cassette sponges or wrap it in blue paper. Sandwiching between two sponges assures the sample remains fixed during processing and does not become lost.

7.11 Once the sample is in place, snap the cassette lid in place. The cassette lid should fit snuggly up against the cassette. It is important to make sure that no part of the sponge is preventing the lid from closing. That would cause the cassette to come apart during processing, resulting in loss of the sample.

7.12 Once the sample is in the cassette, the lid firmly attached, place the cassette into a beaker of 70% ethanol.

7.13 Repeat the process for all of the samples to be processed.

7.14 Samples are now ready to be placed on the Leica Processor, refer to SOPXXXXXXX

7.15 When finished, clean up the bench top, absorbent pad can be thrown into the trash and wash the forceps with 70% ethanol.

7.16 Spent ethanol in the investigator vials should be disposed of in the chemical waste buckets.

7.17 The investigator vials or tubes are retained for 2-3 weeks on the cart next to the marking board. In case of labeling discrepancies, the original vial can be confirmed.

7.18 The polypropylene specimen tubes/vials are discarded in the red biohazard bags, sealed and placed in the red bucket

8. RECORDS

8.1 Initial and date on the bottom of the investigator worksheet, that samples have been transferred to cassettes.